

The Branch Manager
McDonalds Plc.
Forster Square Retail Park
Bradford
BD99 1XX

George Smith
22 Great Horton Road
Bradford
West Yorkshire
BD7 5EE

Today's date

Dear Sir/Madam,

PART-TIME CREW MEMBER / CUSTOMER SERVICES

I am writing to enquire of the possibility of working part-time as a Crew Member with McDonald's. I am currently in my first year studying BSc (Hons) Business and Management at the University of Bradford. Prior to coming to Bradford, I have worked in retail / customer services roles; I therefore believe that I have developed the necessary skills and qualities to make an effective and immediate contribution.

As a Sales Assistant at ASDA supermarket in my hometown, I worked as part of a team of ten, responsible for providing good customer service mainly in the Fresh Food Department. My main duties were to check morning deliveries of goods and to ensure that the stocks were replenished daily. Other duties included working at the till and handling and resolving customer queries. The experience has further developed my skills in communication, team work and customer services.

I have also worked as a Volunteer with Cancer Research, UK where I have raised funds and awareness outside various shops and supermarkets for the charity. To date, I have helped raise £1,500.

In all of my work experience, I have always been a reliable member of staff and have 100% attendance. As a full-time student, I will be available in the evenings after 6pm and any time during the weekends. I am flexible and will be able to adapt (within the time stated above) to suit your requirements. In addition, I also hold a Food and Hygiene Certificate which is valid until Dec 2016.

Your branch location attracts me as I have observed how busy it is and how much the team seem to enjoy working in the environment. I relish working under pressure and would like to continue working within customer services.

I hope you find my details of interest. If you have any queries, please contact me on my mobile (07719 111 222) or my email (georgesmith@googlemail.com).

I look forward to hearing from you soon.

Yours faithfully,

George Smith

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