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**To:** tamsino@royalmanor.co.uk  
**From:** b.mulligan4@yahoo.com  
**Subject:** Job application

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Dear Ms Owens,

I am writing in response to your advertisement on the Jobseekers website for a receptionist in your hotel.

I believe that I am a good candidate for this position as I have three years' experience working in hotels both in the UK and abroad. I am currently in France, where I have been working for the past year at the 3-star Hôtel de Beau Regarde, near Avignon. During my employment in France I have become fluent in the French language. I was already proficient in Spanish, having worked previously in Barcelona.

My employment in France and Spain has also helped me develop my communication and organizational skills. I have always received excellent feedback, not only from hotel guests, but also from my colleagues at the front desk and throughout the hotel.

Please find attached my CV with references from my previous employers for your consideration. I am returning to the UK next week and I will be immediately available for an interview.

I look forward to hearing from you.

Yours sincerely,

**Brendan Mulligan**