

Dear Sir/Madam;

I humbly take the honor to apply for any vacant position in your firm befitting my qualifications and educational background.

I am **James Russell Estalane Labor**, 27 years old, a degree holder in (*BACHELOR OF SCIENCE IN HOTEL & RESTAURANT MANAGEMENT*) at Batangas State University in JPLPC Campus Malvar, Batangas, my school records manifest good standing in both academic and extra-curricular activities, which certainly count to a reputable firm as yours.

Should I be given the chance to be a part of the competitive pool of personnel under your employ, there's none other I can guarantee apart from what my resume holds but my sincerity to render you services at my best. Attached herewith is my resume for your further reference regarding my background.

If my humble application and resume merit enough your consideration, I would be more than willing to appear before you for a personal interview at your most convenient time. I can be reached through the cellular phone number indicated in my resume.

Thank you very much. I am most hopeful for your kindest consideration.

Respectfully yours,

James Russell Estalane Labor
jhayar_russ08@yahoo.com



JAMES RUSSELL E. LABOR
2nd Gate Diamond Street, Josefa Village
Sambat Tanauan City Batangas Philippines
Email: jhayar_russ08@yahoo.com
Contact no: (+63) 905 872 0247

WORK EXPERIENCE:

August 11, 2018 – February 13, 2020
Carnival Cruise Line (UPL)
Bar Steward

Duties & Responsibilities:

To maintain stock and glasses behind the bar as well as garnishes and a supply of ice.
To memorize drink recipes and must be able to make them quickly and accurately without wastage.
To make sure the customers are of legal drinking age before serving them alcohol or tobacco products.

July 20, 2015 – July 20, 2017
Loca Bar and Restaurant (United Arab Emirates, Dubai)
Bartender/Waiter

Duties & Responsibilities:

Prepare alcohol or non-alcohol beverages.
Interact with customers, take orders and serve snacks and drinks.
Stay guest focused and nurture an excellent guest experience.

July 9, 2014 – February 15, 2015
Seattle's Best Coffee (Makati City, Philippines)
Barista

Duties & Responsibilities:

Serve & present hot & cold beverages quickly & efficiently, meeting our standards.
Make customer aware of offers on our great food & drink range.
Speak to customers to ensure that they are satisfied with their meals & drinks.

May 1, 2013 – December 31, 2013
Serenitea (Alabang Town Center)
Barista/Server

Duties & Responsibilities:

To ensure the quality of drinks we serve up to the standard.
Keep up to date with current promotions & new products.
Deliver excellent customer service, at all times.

November 28, 2008 – April 15, 2009
Just Food Catering Services (Quezon Street, Tagum City Davao Del Norte)
Waiter

Duties & Responsibilities:

Follows correct sequence of service outlined in the standard operating manual.
Cleans & removes dishes from the table after service is completed.
Maintains excellent grooming standard at all times.

April 12, 2011 - May 28, 2011
Days Hotel Tagaytay
Food and Beverage Kitchen and Production Department

Duties & Responsibilities:

Preparation of foods with proper sanitation.
To bring joy to the customer and exceed their expectations.
To ensure the quality of food we serve up to the standard.

December 10, 2012 - January 21, 2013
Acacia Hotel Manila
Housekeeping (Room Attendant)

Duties & Responsibilities:

To ensure that the room is clean up to standard before the guest come back.
To make sure the guest will enjoy and relax on their stay.
To attend their needs and make them feel at home.

TRAINING AND SEMINARS:

- Hotel Operation Seminar
(Front Office, Housekeeping, Foods and Beverages, Sales Marketing)
Golden Dragon Restaurant Subic International Hotel Corp.
- Ginebra San Miguel Blueniversity Mixology Seminar
Batangas State University, Campus
- Food and Beverage Services NCIII
- Bartending NCII

Civil Status : Single
Birthday : August 08, 1991
Height : 5'4
Weight : 65 kg
Nationality : Filipino

EDUCATION:

Batangas State University 2012-2013
Jose P. Laurel Polytechnic College
Malvar, Batangas Philippines
Bachelor of Science in Hotel and Restaurant Management

John Bosco Academy of Tanauan Sambat, Tanauan City, Batangas Philippines	2008
Mabini Junior College (Balele Branch) Balele Tanauan City Batangas Philippines	2007-2008
Tanauan North Central School Tanauan City Batangas Philippines	2003-2004

SKILLS AND INTEREST:

I am a flexible person; I can deal with different kinds of people. Relating with others is my way of learning new things and experiences. I consider each individual I meet contributes to my knowledge and growth. Planning ahead and putting my activities in order is my way of life. I am knowledgeable in Microsoft Office 2000, Excel, and PowerPoint, adding to this is my basic skills on napkin folding, table skirting, flower arrangement, Basic in cooking, Bed making, Flair tending, and Cocktail mixing.

REFERENCES:

Nonilon D. Landicho

Team Head waiter
Carnival Cruise Line (Miami Florida)

Russell E. Labor

Team Head waiter
Carnival Cruise Line (Miami Florida)

Eng. Jones F. Estalane

Product Manager-Michelin
Monark Equipment 150 E. Rodriguez Jr. Ave. Libis
09178668408

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

James Russell E. Labor

Applicant