

GERIC CARL M. VITUG

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Attention: Hiring Manager
Application for Waiter Position

Dear Hiring Manager,

I'm writing to you with regards to applying to the waiter role providing excellent service to diners at quality establishments, I know that I'm a strong candidate to fill out your team.

To shortly introduce myself, I am a passionate and outgoing individual with extraordinary communication skills and the crucial ability to function well in fast-paced team environments.

Besides serving various drinks and meals, communicating with customers, and providing beneficial advice and recommendations to them, I also excel at:

- Resolving any customer problematic issues and maintaining a clean and organized work area.
- Collaborating with managers and processing payments.
- Operating a cash register, assisting in the inventory management, and developing new restaurant processes which increase efficiency.

I find it a pleasure to further discuss my qualifications with your good office, especially the kind of contributions that I can give to your company.

Please see my Curriculum Vitae for additional information on my experiences. I am available anytime and can be reached to my contact details as mentioned above. Thank you for your time and consideration.

Best Regards,



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CAREER OBJECTIVE

To secure a challenging role in a professional environment, utilizing my educational background, strong work ethic, and willingness to take on new responsibilities to contribute to the success of the company.

SKILLS & ABILITIES

- Software Skills: (Microsoft Office, Excel, and PowerPoint)
 - Good at promotions
 - Versatile personality
 - Possesses good interpersonal and communication skill
 - Can withstand pressure, always eager to learn and committed to work
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EMPLOYMENT HISTORY

Service Crew

06/2022 - 07/2023

Henann Garden Resort (Boracay)

- Greeting guest upon arrival at the restaurant.
- Providing excellent customer service during their dining experience.
- Carrying drinks and foods from the kitchen or bar area to the tables.
- Setting tables throughout the shift.
- Cleaning tables and preparing spaces for future diners.

Assistant Cook

01/2022 - 05/2022

Holiday Inn, Clark Angeles City

- Assisting the cook in food preparation activities such as cleaning, cutting, chopping, and peeling food ingredients.
- Cleaning and sanitizing the food preparation areas based on company hygiene codes and health safety standards.
- Operating a variety of kitchen appliances and instrument including cutters, knives, mixers, and oven.

Front Desk Agent / Concierge

06/2017 - 07/2018

Wild Orchid Beach Resort (Tagaytay, City)

- Use strong communication skills to collaborate with other departments to ensure efficient guest focused service, and schedule reservations at other properties owned by same company.
- Checked in guests in high volume, fast paced environment ensuring requests were met and accurate billing to maximize guest satisfaction.
- Recognized for ability to handle and resolve confrontational guest situations by using self-empowerment.
- Provide excellent customer service by providing tourism information, answering any concerns the guest may have, and going above and beyond.
- Completed end of shift reports for every shift to flow smoothly.
- Recognized in Uni focus surveys for good reviews of guest.

EDUCATIONAL ATTAINMENT

Tertiary

S.Y. 2018 - 2022

Central Philippine University

- Bachelor of Science in Hospitality Management

REFERENCES

Sheena Marie Albaña

Office in Charge

Henann Garden Resort

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Chef Mandy Hisuan DDM, FRIM, FRISDS, CGSP

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