

TO: **The Hiring Officer**

Good day,

I would like to formally submit my job application as a **Cook / Kitchen Crew**. I am multi-skilled, Culinary Professional with a Bachelor's Degree in Hotel & Restaurant Management and a Ship's Catering National Certificate III holder. I have more than 15 years of total work experience in Maritime Services and Food & Beverage Hospitality industries on-board International Vessels and in the Philippines.

I am willing to relocate and work in Canada to further apply my knowledge, skills and pursue my career under your management. I am capable in handling kitchen operations and has the ability to work well independently or with diverse teams with the ability to correspond and follow in both oral and written instructions.

I am currently employed as a **Chief Cook** (Seafarer) since 2011 on-board International shipping vessels under Avantgarde Shipping / Westminster Shipping Company. Prior to that, I worked as a Retail Supervisor for 2 years at Gonuts Donuts, Metro Manila, Philippines. Where I am able to perform my duties and responsibilities well - with complete passion, hard work and an excellent performance on each role entrusted.

With years of professional hands-on experience and my educational foundation, I have acquired below core strengths, set of skills and qualifications as my stronghold for my job application:

- More than 15 years of total work experience in Maritime Services and Food & Beverage Hospitality industries on-board International Vessels and in the Philippines.
- Bachelor of Science in Hotel and Restaurant Management – Graduate.
- Ship's Catering National Certificate III (TESDA NC III) holder.
- Proven hands-on experience as a Chief Cook for 11 years.
- Expertise in International Cuisine and handling Kitchen Operations.
- Undergone extensive trainings and seminars for career growth and skill advancement.
- Computer Literate: Knowledgeable in basic MS Office Programs and other relevant applications.
- Excellent organizational and time management skills.
- Exceptional ability in following Standard Operating Procedures and Safety Standards.
- Professional and friendly with the ability to resolve issues quickly.
- High sense of loyalty and integrity.
- Capable of handling responsibilities with minimum supervision.
- Capable of learning and adapting to new challenges.
- Ability to work in a multicultural environment.
- Willing to work in Canada at the earliest possible time.

I am confident that my education, expertise and professional background is what sets me apart from other candidates for this job position that you require.

I look forward to discussing the position and my qualifications with you in more detail.

Thank you for your time and consideration.

Sincerely,

**Lyndon Pendilla Padua**

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## LYNDON P. PADUA

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Philippine Passport holder



**OBJECTIVE:** I am a multi-skilled, Culinary Professional with a Bachelor's Degree in Hotel & Restaurant Management and a Ship's Catering National Certificate III holder. I have more than 15 years of total work experience in Maritime Services and Food & Beverage Hospitality industries on-board International Vessels and in the Philippines. Seeking for a job opportunity as a **Cook / Kitchen Crew**.

### SKILLS SUMMARY:

<u>Culinary Skills</u>	<u>High sense of loyalty and integrity</u>
<u>Food Safety and Handling</u>	<u>Organizational Skills</u>
<u>Kitchen Management</u>	<u>Ability to Multitask</u>
<u>Sales &amp; Customer Service</u>	<u>Critical and Methodical Thinking Skills</u>
<u>People Management</u>	<u>Strict adherence to policies and procedures</u>
<u>High Initiative &amp; Creativity</u>	<u>Detail-oriented</u>
<u>Personal Survival Techniques</u>	<u>Communication Skills: Oral and Written</u>
<u>Fire Prevention and Fire Fighting</u>	<u>Fosters teamwork and collaboration</u>
<u>Elementary First Aid</u>	<u>Professional and friendly</u>

Computer Literate: Knowledgeable in basic MS Office Programs and other relevant applications.

### RELEVANT EXPERIENCE:

Position Held : **Chief Cook** (Seafarer)  
Employer / Company : Avantgarde Shipping / Westminster Shipping Company  
Industry : Manning Agency / Maritime Services  
Location : Binondo, Manila, Metro Manila, Philippines  
Period : 2011 to Present

- Preparing and assembling ingredients for menu items.
- Preparing high-quality meals and food items according to company recipes.
- Supervise kitchen employees by delegating assigned tasks, uphold order and established goals in the kitchen operations.
- Storing excess food at the correct temperature in order to avoid spoilage.
- Ensuring that food portions and food presentation meet company standards.
- Monitoring supplies and re-ordering stock as needed.
- Ensuring that cooking utensils are clean before each use.
- Cleaning and sterilizing food preparation areas.
- Assisting other cooks to ensure that food orders are completed in a timely manner.
- Efficiently resolving problems with customers' orders.
- Ensuring that food health and safety regulations are followed.

Position Held : **Messman** (Seafarer)  
Employer / Company : Avantgarde Shipping  
Industry : Manning Agency / Maritime Services  
Location : Makati City, Metro Manila, Philippines  
Period : 2008 to 2011

- Cleaned all alleyways, mess room, receiving room, senior officer's cabin, kitchen equipment, tools and utensils.
- Assisted the chief cook in cooking duties.
- Served food on all personnel and guests.
- Observed proper cleanliness either personnel or in the over-all upkeep of the galley and mess room.
- Performed any function as may assigned by the chief cook.

Position Held : **Retail Supervisor**  
 Employer / Company : Gonuts Donuts  
 Industry : Food & Beverage Hospitality  
 Location : Makati City, Metro Manila, Philippines  
 Period : 2006 to 2008

- Conducted regular inspections of the shop premises to determine whether proper standards of hygiene and sanitation are maintained.
- Oversaw food handling, presentation, and storage to ensure compliance with food health and safety regulations.
- Checked on customers to enquire about food quality and service.
- Monitored inventory and ensured that all food supplies and other restaurant essentials are adequately stocked.
- Monitored cash flow and achieved established sales goals.
- Developed and implemented ways to improve customer service.
- Resolved customer complaints in a professional manner.
- Assisted in screening, interviewing, hiring, and training restaurant staff.
- Managed the employees work schedules.

## **TRAININGS & SEMINARS ATTENDED:**

### **Basic Training**

Metro Manila, Philippines  
 June 10, 2021

### **Security Training Course**

Metro Manila, Philippines  
 September 24, 2014

### **Ship's Catering National Certificate III (TESDA NC III)**

Technical Education and Skills Development Authority  
 Metro Manila, Philippines  
 May 27, 2021

### **International Cuisine**

Blue Horizon Maritime  
 Metro Manila, Philippines  
 February 8, 2013

## **CERTIFICATION:**

### **Ship's Catering National Certificate III (TESDA NC III)**

Technical Education and Skills Development Authority  
 Metro Manila, Philippines  
 May 27, 2021

## **EDUCATION:**

### **Tertiary:**

Bachelor of Science in Hotel  
 and Restaurant Management  
 San Sebastian College  
 Recoletos Manila  
 Recto, Manila, Metro Manila  
 Philippines  
 2000 - 2005

### **Secondary:**

Notre Dame of Greater Manila  
 Caloocan City, Metro Manila,  
 Philippines  
 1996 - 2000

### **Primary:**

Caloocan Elementary School  
 /Notre Dame of Greater Manila  
 Caloocan City, Metro Manila  
 Philippines  
 1990 - 1996