

Cover Letter

Mr Masuk Ali

42 Brunswick Street

Swansea

SA1 4JP

Mobile: 07919116635

- Application for the role of Assistant Manager

Dear Recruitment Team

I have previously worked as a Restaurant manager with over 20 years' experience. I am keen to put my abilities to use at a busy dining environment, high end company like Pitcher and Piano. I would like to apply for your assistant manager job role as advertised in Caterer.com I think I would be ideal candidate for your company.

As you can see from my attached CV that I am committed, inventive and reliable to meeting deadlines. I have experience in managing large groups of staff and customers to meet their needs as I did in my previous place of work Miah's Indian Restaurant/Bar, and I competed in and won the Award-Winning Restaurant Award in the Swansea area for the Asian Curry Awards. I have the hands-on experience and the track record to back up my successful career so far.

Here are a few examples

- I have created Indian fusion dishes with a modern twist menu and set price lunch menus
- I launched wedding events and outdoor catering with buffet stands
- I have launched a delivery service through our very own website Miahsonline.co.uk and have acquired a database with over 100s of loyal customers.

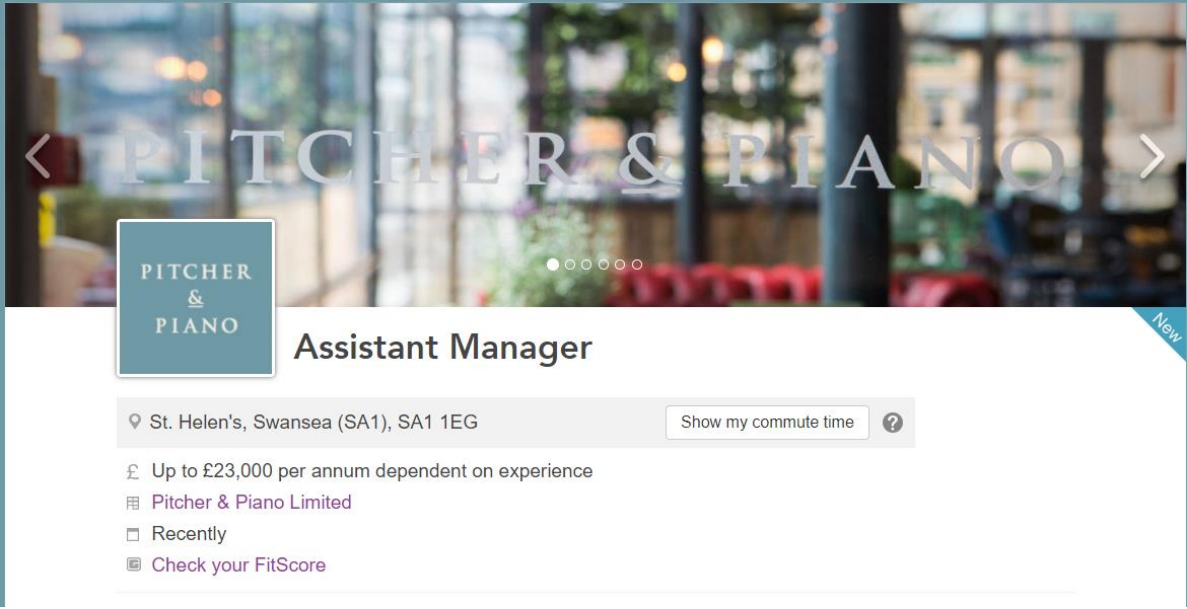
I would like to thank you for considering my application. I hope to get the chance to have an interview for the job role and I look forward to hearing from you. You can contact me on 07919116635 or ma-shuk@hotmail.co.uk.

Yours sincerely

Masuk Ali

Appendices

Appendix 1 Job Advert



The banner features a background image of a bar interior with red leather seating and large windows. The text 'PITCHER & PIANO' is overlaid in a large, light-colored serif font, flanked by left and right arrow symbols. Below this, a smaller version of the logo is shown in a blue square. To the right of the logo, the job title 'Assistant Manager' is displayed in a bold, dark font. A 'New' badge is visible in the top right corner. Below the job title, there is a location field showing 'St. Helen's, Swansea (SA1), SA1 1EG' with a location pin icon and a 'Show my commute time' button with a question mark icon. Below the location, the salary is listed as '£ Up to £23,000 per annum dependent on experience'. The company name 'Pitcher & Piano Limited' is shown with a company icon. Below the company name, there are two checkboxes: 'Recently' and 'Check your FitScore'.

PITCHER & PIANO Assistant Manager

St. Helen's, Swansea (SA1), SA1 1EG [Show my commute time](#)

£ Up to £23,000 per annum dependent on experience

[Pitcher & Piano Limited](#)

☐ Recently

☐ [Check your FitScore](#)

Why should you join Pitcher & Piano?

- Competitive annual salary
- Opportunity to join an award winning and exciting brand
- Discounted meals whilst on shift
- Great training and development schemes including funded qualifications.
- Progression opportunities - we actively encourage our employees to progress, offering you opportunities in some of the best towns and cities in the UK
- Company benefits - this includes discounts on food and hotel accommodation, reward and cashback offers, pension scheme, private healthcare and various incentive trips and prizes throughout the year.
- Great working environment - we are proud that our bars are beautifully designed with fantastic equipment providing a fun yet professional environment



Appendix 2 Person Specification

What are we looking for?

- Experience in a similar branded venue working as an Assistant Manager or similar management role.
- A passion to delivering the perfect experience
- A genuine passion for craft cocktails
- Be willing to learn, develop and improve own skills, whilst having the ability to progress and engage others
- Always attentive and proactive
- An excellent team player with exceptional communication skills
- Be fun-loving, have a great character and enjoy the culture that our industry offers

We're all about finding engaged, high performing, and talented people to represent the brand we have built over the past 30 years and we would love to hear from you if you think you have what it takes.... click apply below.

Contact: Recruitment Team

Reference: Caterer/10741

Job ID: 92920025

CV

Masuk Ali

42 Brunswick Street, Swansea, Wales, SA1 4JP, 07919116635

ma-shuk@hotmail.co.uk

I am a highly motivated and hardworking individual, with ambition to succeed in any given opportunity and always aim to deliver in the goals set. I thrive under pressure as I believe situations that have constraints bring out my flare in demonstrating my full potential. I enjoy learning from new experiences and anticipate in improving myself in all settings as continuous self-growth can only benefit. I set daily goals to stay motivated. I recently went back into studies to start CertHE Skills for the workplace to further enhance myself in the workplace. My education goal is to complete a BA in Leadership and Management which will allow me to place myself in a role within the management sector in a well-established market leading company.

Education

- GNVQ advanced IT – **Merit 1998-2000**
- Certificate in Food and Hygiene standard – **Level 4**
- CertHE Skills for the workplace 2021- **currently**

Work

- LeRaj Indian – role of Bar staff 1998 –2000

I was responsible for creating and mixing drinks and taking phone orders. I left my role due expansion of the business into Miah's restaurant/Bar in Swansea with a chance to progress my career.

- Miah's Indian Restaurant/Bar - role of Manager 2000 – 2015

My responsibilities were to organise and manage staff rotas. I also had to organise customer bookings, order stock and check stock levels daily. I had the responsibility to arrive early to open and lock up shop after closure. We achieved awards in the best Indian restaurant in Swansea in 2006 in the Asian curry awards in London. Some of the key achievements during my time at Miah's:

- I have created Indian fusion dishes with a modern twist menu and devised set price lunch menus
- I launched wedding events and outdoor catering with buffet stands.
- I have launched a delivery service through our very own website Miahsonline.co.uk and have acquired a database with over 100s of loyal customers.

The reason for leaving were that I took the business as far I could within their budget. Also wanted to try something different in my career path to experience the self-employed sector to broaden my experience.

- Taxi Driver 2011- currently

I am currently self-employed Hackney carriage Taxi driver in which my responsibilities are to navigate best paths to take customers also make sure customers get home safely.

I am married with four children, and I am responsible for my autistic child. My interest is keeping fit as I enjoy running and playing football. Also, I enjoy traveling the world to see culturally different and wonderful history of places.

Skills

Team Player- I am used to working in a team. While working in a busy restaurant environment I have delegated tasks to staff on daily duties. I have allocated roles to suit individual abilities. A busy restaurant environment needs employees to work harmoniously with clear instruction to run smoothly and I am regarded as an integral member of a team.

Communication- I am used to communicating with staff to explain how to deal with different situations that may occur in a shift. I have dealt with customer facing roles and have helped in selecting food and drinks from the menu which will complement each other. I have dealt with suppliers and ensuring stock are up to date.

References

Mr Rezual Haque – Director – Assurance accountancy

Mr Raju Miah – Director – Miah's Restaurant/Bar

Dr Shehla Khan – UWTSD Lecturer

Name: Masuk Ali

Student Number: 2021839

Module Name/Code: Professional Career Development/BMSW4005

Number of Words in Report: 532 words

Reflection

Introduction

Recruitment is defined as the process in which potential applicants are searched for and encouraged to apply for the vacancy. Selection is defined as the process of hiring a candidate from amongst the shortlist (SpriggHR, 2020). According to Indeed (2021) a curriculum vitae is the Latin phrase meaning “course of life” and is a document detailing a person’s best qualities in relation to the job role. A CV is submitted as standard when applying for jobs as it details academic skills and work history. By selecting best candidate suited to the business can help take the business to new levels. Having preliminary interviews to obtain applicants background, work history and job experience and having face to face interviews can be one of the most important processes to recruiting the correct candidate (Mayhew, 2019).

Kolb’s Reflective Cycle

Kolb’s reflective cycle is defined as continuous experimental learning entailing the process of reviewing, analysing and evaluating one’s experiences (Dr Nicole Brown, 2021). The cycle involves four stages, and the learner progresses through each cycle with a logical sequence (Skills Hub, 2017).

Concrete Experience

I researched online to see how best to structure a cover letter and CV to ensure it is done adequately. I used a template from Moodle for the CV. I also searched recruitment sites to look for a suitable job.

Reflective Observation

What I found went well was choosing the role of assistant manager for a restaurant/bar as I have previous experiences in the field, and it mirrored the job advert. I found ease writing both the CV and cover letter as I had plenty of information on my experience in the industry. I had to research online on how to structure a cover letter and CV to ensure I stood out from other applicants. It was difficult to pick a suitable layout that could reflect my work/education history however, I found that by highlighting my strengths such as job experiences with bold headings and layout made the CV visually more appealing.

Abstract Conceptualisation

I had to improve my CV by adding my work and education history experience by highlighting my strengths gained from experience in the industry. Things I can do differently are I can ensure any cover letter or CV is written to a professional standard with no missing information. I also need to demonstrate that I can meet the needs of any potential employer by being able to address the requirements of the specification. In future I want to watch tutorials, research the varieties to see different types of cv content and take cv writing classes to further enhance my cv. I would ask peers for feedback on my cover letter so I can adapt it to make it more presentable to the recruiter.

Active Experimentation

By stating my accomplishments on ideas, I had to improve businesses, demonstrated my qualities as a candidate so I will continue to highlight my successes. I want the cover letter and CV to be beneficial to the recruiter. I will ensure all the information is necessary and suitable to the specification. I need to continue improving my cover letter by adding to the skill set and my attributes.

(Simple Psychology, 2017).

Reference List

Dr Nicole Brown (2021) *Reflective model according to Kolb*. Available at: <https://www.nicole-brown.co.uk/reflective-model-according-to-kolb/>. (Accessed 4th July 2021).

Indeed (2021) *What Is a CV? Curriculum Vitae Definition and Examples*. Available at: [What Is a CV? Curriculum Vitae Definition and Examples | Indeed.co.uk/](https://www.indeed.co.uk/what-is-a-cv/). (Accessed 4th July 2021).

Mayhew, R. (2019) *Definition of the Recruitment & Selection Process*. Available at: [The Employee Selection Process \(chron.com\)](https://www.chron.com/employee-selection-process/). (Accessed 4th July 2021).

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