

Cover Letter

Dear Hiring Manager,

My name is Jacqueline, and I am writing to express my interest in becoming part of your team. I am currently seeking a job opportunity in Switzerland in order to grow professionally and contribute my skills in a serious and committed working environment.

I am a responsible and hardworking person with a strong ability to adapt. I am characterized by my consistency, organization, and motivation to learn and improve every day. I adapt easily to new environments and enjoy working both independently and as part of a team.

I have a strong work ethic and I am fully willing to take on new challenges, learn new processes, and contribute positively to the company's operations. I am also highly motivated to integrate into the Swiss work culture and grow professionally within a stable organization.

I would greatly appreciate the opportunity to discuss my profile further in an interview and explain in more detail how I could contribute to your company.

Thank you very much for your time and consideration.

Sincerely, Jacqueline

Jacqueline



Porto do Son, Spain

Professional Profile

Hospitality professional with experience in table and bar service, customer care, and working in high-demand environments. Known for responsibility, efficiency, and adaptability. Committed to providing high-quality service and continuing professional development within the hospitality and restaurant sector.

Education

- Intermediate Vocational Diploma in Administration and Management — IES As Fontiñas (2025 – Present)
- Compulsory Secondary Education (ESO) — IES As Fontiñas (Completed)

Work Experience

Waitress — Portofino, Portosín

Duration: 2 years and 6 months

- Bar and table service with high customer volume.
- Order management, payments, and direct customer service.
- Organization and cleanliness of the workspace.
- Coordination with the team during busy service periods.

Waitress — Paradisus Salinas Lanzarote, Lanzarote

Duration: December 25 – January 1

- Table service in a hotel environment.
- Personalized customer service.
- Table setup and preparation.
- Team coordination with the restaurant staff.

Languages

• Spanish: Native • Galician: Native • English: Basic

Skills

• Customer service and professional communication • Teamwork • Efficiency and organization under pressure • Responsibility and punctuality • Adaptability and fast learning

Interests

Continuing to develop within the hospitality and customer service sector, gaining experience in dynamic professional environments.