

Thursday, June 27, 2013

New Mexico Ranch Re: Couple's Position

Dear Mr. Mahler,

I am excited to submit my cover letter for your consideration regarding the couple's position on the ranch in New Mexico.

I have a wide range of experience that makes me a perfect candidate for the position as Executive Housekeeper/House Manager on the New Mexico ranch. I have worked with my husband, Zaven, on all of the same properties listed in his letter. I am skilled in the following areas:

- Strong service heart, always doing whatever is required to satisfy the principals or guests.
- Excellent written and verbal communication skills.
- Extensive experience in remote, luxury properties.
- Excellent cooking skills.
- Hands-on cleaning of large properties as well as supervising cleaning staff.
- Strong event management skills; from small informal dinners to large events managing large staff and multiple vendors.

My managerial skill set was expanded as I took on the responsibility of starting up a small café in Beaufort, SC. My partner and I worked with the city and county, obtaining all permitting necessary to open this restaurant in a historic city. In addition to designing the inside and outside of the restaurant, we hired and managed construction companies to build out both the kitchen and dining area layout. We hired staff for every position in the restaurant and trained them in all areas, including health and safety. We became well versed with QuickBooks and handled all taxes and payroll.

Currently my husband and I are employed by a family with a large estate in Santa Barbara, CA and a smaller ocean front estate in South Carolina. My husband manages the properties and I manage the household. I supervise staff and work with them in the cleaning duties, laundry, meal planning, shopping and keeping household inventory. I do most of the cooking myself and I truly enjoy it.

We have chosen positions that demand outstanding management skills and hands on leadership. We are excited to present ourselves as qualified candidates for the positions on your client's ranch. We look forward to moving through the process to be presented to the client.

Sincerely,

Lorraine Yaralian