

## Business Letter Format 1

### **Robert Pursly**

Oriano Catering Services International, Mullimba Mining Operations, North East Murawa, Indonesia.  
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Mr Phil Alaska  
Minesite Catering WA  
220 Bannister Street  
Thornlie WA 6999

27<sup>th</sup> February 2009

Dear Mr Alaska

#### ***Commercial Catering Project Manager looking for new opportunities.***

I am currently working for Oriano Catering Services International at Mullimba Mining operations in Indonesia, which is due to close in March 2009. In this business you learn about the reputation of other global catering companies. I am particularly interested in your Corporate Social Responsibility Policy - collaborating with mining companies and working within the local communities to improve conditions and putting in place some mine closure programmes to lessen the environmental, social and economic impact of large size mining closures. I hold these same values and I am in the process of implementing closure projects for Oriano Catering Services International.

This is one of the reasons you are my first choice employer. I am writing to you to see if you have any Commercial Catering Management positions in your Australian Operations.

Six years ago I was working as an Executive Chef in the hospitality industry in Australia. I wanted another challenge and secured my first position in 2003 as Catering Manager for Oriano Catering Services International, on a remote mining site in Indonesia with a cross cultural workforce. I found this life more challenging as it tested my organisational, leadership and financial skills. I discovered my success in this position was attributed to my ability to develop a strong team committed to change. Within the first year I was promoted to Commercial Catering Project Manager for multi sites, at the Mullimba Mining operations, responsible for 8,000 personnel.

Here are a few of my major achievements:-

- Managed the financial and commercial performance of catering operations across 10 kitchens, developing and implementing logistic plans, sourcing new supplies and preparation of food costing and budgets up to \$US7M
- Identified deficiencies in operational capability and implemented new systems and processes in accordance with KPI's and Best practice principles, saving \$US925,000.
- Improved safety culture across all catering sites by 50% in the first year and 70% in the second year, by arranging culturally appropriate training to local personnel and contract staff.

I will be working up to closure. May I call you to arrange a phone or internet conference call? Can you please advise a time range where I can call you? We are on the same time-line. I look forward to hearing from you.

Sincerely

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Robert Pursly