[Today’s Date]

[Your full name]

[Your phone number]

[Your email]

[Your address, city, state, postcode]

[Your LinkedIn]

[Hiring Manager’s Name]

[Company Address, City, State]

[Phone number]

[Email address]

Dear [Hiring Manager],

**RE: <insert role title> position**

As an experienced XXX, the posting for Waiter with XXX sparked my interest. When reviewing the job requirements of your job ad, I was excited to see that my qualifications and skills align with your needs and mission. My XXX years of experience as a XXX have made me a valuable asset to any hospitality team. I bring a hard-working attitude and customer service focus to any role or task assigned to me.

I bring a variety of talents that I believe will be valuable to XXX. In my XXX role, I honed my abilities in XXX and XXX, providing a solid foundation for the XXX position. My communication, people-centric nature, and motivation to please have afforded me excellent customer service and customer satisfaction skills. I am familiar with XXX environments, and I am able to learn new procedures quickly.

I am thrilled to contribute my strengths and proficiency in decision-making in your team. As an extroverted and personable communicator with a proven track record in XXX, my focus on building strong professional relationships has been a valuable skill throughout my career.

My resume and references are attached below. I look forward to hearing back from you at your earliest convenience and feel free to contact me at any time. I welcome the opportunity to meet and discuss your needs with me in detail.

Thank you for your time and consideration.

Yours Sincerely,

[Your name]