

Astrid Bower

example@myemail.com | (098) 765-4321
456 My Street, San Diego, CA 76543

Barney Chang

Sullivan's Steakhouse

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Chang,

Last year, I achieved 99.8% positive feedback in my part-time server role. Reviews mentioned my outstanding menu knowledge, friendly attitude, and willingness to go above and beyond to ensure perfect service. I hope to create incredible diner experiences as a server at Sullivan's steakhouse.

Your company's reputation for warm and attentive service is the perfect match for my customer-centered ethos. As a recent high school graduate with a committed work ethic, I can become an asset to your service team.

My recent accomplishments include:

- Achieving a score of 85% for my hospitality and tourism elective course, placing me in the top 5% of my class
- Leading a team of five classmates to organize a charity soccer match to raise money for cancer research charities
- Being voted "Server of the Month" in December 2020 for my efficiency and attention to detail

I would love to meet to discuss how I can help Sullivan's Steakhouse achieve its goals. Please don't hesitate to get in contact to schedule a convenient interview.

Sincerely,

Astrid Bower

P.S. I would like to tell you why I was selected as class representative to the school council in my senior year.