

Skyler Thompson

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Caleb Morris

The Mariner Restaurant

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Mr. Morris,

As a waitress with over 10 years of experience within the hospitality industry, I've developed an expertise in fine dining and sales techniques. At The Ocean Wind, I upsold specialty cocktails and gourmet seafood specials to generate over \$90,000 in annual revenue. I worked collaboratively with hostesses, servers, and kitchen staff to improve daily operations and service standards. I am confident my experience within the restaurant industry would be an asset to your team.

The Mariner Restaurant's reputation for providing both an exquisite dining atmosphere and upscale seafood is what draws me to apply for this position. With my strong passion for the hospitality industry, I can help your establishment continue to grow this prestigious reputation based on the following accomplishments from my career:

- Delivered high-quality service to more than 100 guests per day, upsold high-end seafood entrees and specialty cocktail beverages, generated over \$95,000 in annual sales, achieved guest satisfaction ratings of 90%, and contributed to a 5-star Google ranking
- Provided training to over 17 new hires on a complex menu with over 30 items and delivered coaching and mentorship to improve sales and communication skills
- Educated guests on a variety of seafood entrees and cuisine to achieve 150% of sales goals, including oysters, littleneck clams, cherrystone clams, quahogs, lobster, cod, and crawfish

I hope to speak with you further regarding how my fine dining experience can help your restaurant continue to deliver quality service to your guests. You may contact me for more information on my background at your convenience. Thank you for your time and consideration.

Best regards,

Skyler Thompson