

# Allison Rosenberg

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

## Hector Martinez

Empellon

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Martinez,

As a waitress at Casa Villa, I provided an exceptional fine dining experience to clientele at an upscale Mexican restaurant. I identified many opportunities to enhance the quality of service for our guests and supported efforts to strengthen collaboration between the front-of-the-house and back-of-the-house staff. My experience in fine dining and leadership skills will allow me to thrive in the waitress position with your restaurant.

Empellon's reputation for excellence in its food quality and service standards strongly aligns with my professional background. I believe I can provide valuable contributions to your team based on the following achievements from my professional career:

- Coordinated with the front of the house, back of the house, and management to improve guest satisfaction metrics from 78% to 92% by enhancing communication protocols and providing training to servers on effective usage of the point-of-sale (POS) system for custom items
- Upsold menu items and daily specials to guests, provided education on dishes, ingredients, and spice levels, and achieved 130% of monthly sales goals
- Provided training to over 15 new servers on restaurant service standards, daily operations, menu items, and the company POS system

I hope to speak with you further regarding how my experience within fine dining 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.

Sincerely,

Allison Rosenberg