|  |  |
| --- | --- |
| **JENNIFER**  **BROOKS Waitress** | |
| **CONTACT**  123 Anystreet, City, State 12345  123.456.7890  jennifer.brooks@example.com | **COVER LETTER**  [Date]  **Hiring Manager**  [Restaurant Name]  [Restaurant Address]  [City, State ZIP]  **Subject: Application for Waitress Position**  Dear Hiring Manager,  I am excited to apply for the Waitress position at [Restaurant Name], as advertised. With over five years of experience in the hospitality industry, I have developed a strong ability to provide exceptional guest experiences, handle high-pressure service environments, and contribute to a positive and efficient team dynamic.  In my current role at The Blue Orchid Restaurant in New York, I manage service for over 150 guests daily while maintaining a 98% satisfaction rate on guest surveys. I take pride in combining efficiency with warmth, ensuring every guest feels welcome and valued. Additionally, I have successfully trained new staff members, optimized table turnover times, and helped boost upselling revenue by 15% through menu and pairing recommendations.  Beyond technical service, I believe that genuine hospitality is about connection and anticipation—recognizing guests’ needs before they even have to ask. I bring that philosophy to every shift, whether coordinating with kitchen staff during rush hours or ensuring seamless experiences for large parties and private events.  I am particularly impressed by [Restaurant Name]’s commitment to quality dining and customer satisfaction, and I would love the opportunity to contribute my service skills, attention to detail, and passion for hospitality to your team. I am confident that my experience and enthusiasm will allow me to add value to both your staff and your guests.  Thank you for considering my application. I would welcome the opportunity to discuss how my background aligns with your restaurant’s goals.  Warm regards,  **Jennifer Brooks** |