Damian Finkle

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May 16, 2022

John Lee

Shift Manager

Michael’s Restaurant

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

Please accept my enthusiastic application for the waiter position you recently advertised on Monster.com. You state that Michael’s Restaurant requires a waiter with experience in the food industry, strong customer service skills, and the ability to work under pressure. I believe I fulfill all of these requirements and am therefore an excellent candidate for the position.

I have an extensive background in the food industry. I worked for two years at a fast-food restaurant. During this time, I gained experience in nearly every aspect of food service. I took orders and served customers their meals, handled the cash register, and performed daily inventory checks. As a waiter for Michael’s Restaurant, I could assist not only in taking orders and serving customers but also in a variety of other capacities in which you might need assistance.

At Riley’s Fast Food Joint, I also interacted with dozens of customers each day; I always made sure to provide clear and thorough answers to questions about our meal options and the cost of items. I know I could bring this friendly, helpful customer service to a position as a waiter at Michael’s Restaurant.

My experience in the food industry and in customer service, and my ability to thrive under pressure make me an excellent candidate for your waiter position.

I have enclosed my resume and will call within the next week to see if we might arrange a time to speak together. Thank you so much for your time and consideration.

Sincerely,

*Signature* (hard copy letter)

Damian Finkle