

Monica Laurence
742 Oldridge Street
Drytown, CA 98555
(555) 555-9863
monicalaurence@emailplace.com

February 3, 2014

Mr. Patton Blackman, Personnel Manager
Garlic Plus Restaurant
131 Sunny Drive
Drytown, CA 98555

Re: Waitress application

Dear Mr. Blackman:

I am writing in response to your recruitment posting on wholelottajobs.com for a waitress. With my hands-on experience in food service industry, exceptional hospitality and demonstrated customer service expertise, I would like to contribute to Garlic Plus Restaurant in long term.

As you can see in my enclosed resume, I am highly experienced in greeting diners and assisting them with table selection. I also have a demonstrated capability to take food and beverage orders placed by customers, deliver the orders to kitchen staff and bartenders, and return back to tables quickly. Furthermore, my extensive experience in maintaining sales records and collecting payments will enable me to run the operations of Garlic Plus Restaurant smoothly.

In addition, I have excellent knowledge of beverage handling and serving techniques; good mathematical ability to compute checks and make change; and keeping service area clean and orderly.

I would like very much to meet with you at a time of your convenience to discuss my candidacy for the waitress position. I'll contact your office next week to discuss the possibility of securing a job interview. In the interim, I can be reached at (555) 555-9863.

Thank you for considering my application for the waitress position at Garlic Plus Restaurant. I look forward to speaking further with you soon.

Sincerely,

(Signature)

Monica Laurence

Enc. Resume