

123 West Main Street

Hiring Manager

Sunset Grill

789 Main Street

Jefferson City, MO 65101

Dear Mr president

I am currently a college student at state university, where I am studying Communications and I am excited to apply for a waitress position at your restaurant. I have developed strong interpersonal and multitasking skills through both my coursework and previous part-time jobs.

In addition, I am highly organized and able to work efficiently in fast-paced environments. I have experience managing multiple responsibilities at once, such as balancing school assignments with part-time work. I also have strong teamwork skills and am always willing to help others when needed. I am confident that my positive attitude, strong work ethic, and dedication to customer service would make me a great addition to your team.

I feel I have great qualities, and a strong work ethic, and would love to work for you. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely

(Your Signature Here)
Jordan Smith

