

First Name Last Name
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To: Hiring Manager
Administration
Restaurant
City, State 01234

Dear Hiring Manager,

I am inquiring about a hosting position at [Restaurant] this summer, and I have attached my resume for your review. Having worked as a host and server at [Another Restaurant] in [City] for more than six years, I am confident that I have the experience you are looking for. My cousin, [Name], referred me to [your restaurant.]

The host is the very first person that a customer sees, as well as the last person. I know that I can leave customers with an excellent impression of their experience and service at [this restaurant]. I have worked in the restaurant business since I was age 14 and have experience with both hosting and serving. This background has helped me develop excellent customer service skills and strong teamwork with coworkers to ensure the customer has the best experience possible when dining out. For the past two years I have also worked as a receptionist and scheduler for [an on-campus office], which has helped me perfect my ability to manage difficult situations and juggle competing demands.

I would appreciate it if we could schedule a time for a short interview to meet in person so we could talk more about the position and I can show you what I have to offer. Thank you for your consideration.

Sincerely,

Signature

First Name Last Name

This second paragraph shows that this applicant is thoughtful about why the role of host is important without being too grandiose about it.

This applicant introduces the idea that they have extensive food service experience in the first paragraph and then naturally expands on this information here in the second paragraph.

The writer does a good job of justifying why their receptionist and scheduler job experience relates to the responsibilities of being a restaurant host.