

Jordan Smith

January 16, 2026

Acme Corporation

RE: Busser

Dear Hiring Manager,

I am excited to apply for the Busser position at Acme Corporation, as advertised on your careers page. With a passion for providing exceptional customer service and a strong work ethic, I believe I would make a valuable addition to your team. I have always admired Acme's commitment to excellence in hospitality, and I am eager to contribute to your reputation for outstanding dining experiences.

In my previous role at The Green Bistro, I was responsible for maintaining the cleanliness and organization of the dining area, which helped achieve a 15% increase in customer satisfaction ratings within three months. I worked closely with the waitstaff to ensure that tables were reset promptly and efficiently, allowing for smoother service during peak hours. Additionally, I implemented a system for tracking table turnover, which led to a 20% improvement in seating efficiency during busy shifts. My hands-on approach and attention to detail have consistently resulted in a welcoming atmosphere for our guests.

I am particularly skilled at anticipating the needs of both customers and staff, and I thrive in fast-paced environments. I am confident that my ability to communicate effectively with team members and my dedication to maintaining a clean and organized workspace align perfectly with the standards at Acme Corporation. I would appreciate the opportunity to discuss how my background and skills would contribute to your team and enhance the dining experience for your guests. Thank you for considering my application.

Sincerely,

Jordan Smith