

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Busser

Dear Hiring Manager,

I am excited to apply for the Career Change Busser position at Acme Corporation, as advertised on your careers page. With a strong passion for hospitality and a commitment to providing excellent service, I am eager to bring my skills and dedication to your team. The opportunity to work at Acme Corporation, known for its vibrant atmosphere and high standards, truly excites me.

In my previous role as a retail associate, I honed my ability to work in fast-paced environments while maintaining a keen focus on customer satisfaction. I consistently received positive feedback from customers, which helped elevate our store's reputation. Additionally, I managed inventory and ensured the sales floor was always organized and welcoming, which I believe are transferable skills that will serve me well as a busser. My experience in a collaborative team setting has prepared me to effectively communicate and support the front-of-house operations at Acme Corporation, ensuring a seamless dining experience for guests.

I am particularly proud of my initiative to implement a new cleaning and organization system in my last job that improved efficiency by 20%. This experience has equipped me with a strong work ethic, attention to detail, and the ability to anticipate the needs of both customers and colleagues—a crucial aspect of being a successful busser. I am eager to apply these skills in a restaurant environment and contribute to the overall success of Acme Corporation.

I look forward to the opportunity to discuss how my background and enthusiasm can align with the goals of your team. Thank you for considering my application for the Career Change Busser position. I am excited about the possibility of contributing to the wonderful dining experience at Acme Corporation.

Sincerely,

Jordan Smith