

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Server

Dear Hiring Manager,

I am excited to apply for the Career Change Server position at Acme Corporation, which I found listed on your careers page. With a strong dedication to customer service and a passion for creating memorable dining experiences, I believe I am well-suited for this role and can contribute positively to your team. My previous experiences have equipped me with the skills necessary to excel in a fast-paced environment while ensuring exceptional service to customers.

During my time as a retail associate at Brightside Electronics, I consistently exceeded sales targets by 20% through building rapport with customers and understanding their needs. This experience honed my ability to listen actively and respond effectively, skills that I believe are essential in a server position, where attentiveness and customer satisfaction are paramount. Additionally, I successfully led a team initiative to streamline the inventory process, which reduced stock discrepancies by 30%. This experience taught me the value of teamwork and effective communication, traits that I plan to bring to the server role at Acme Corporation.

I am impressed by Acme Corporation's commitment to quality and customer care, and I would love the opportunity to further discuss how my background and skills align with the goals of your team. Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Sincerely,

Jordan Smith