

Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Entry Level Bartender

Dear Hiring Manager,

I am excited to apply for the Entry Level Bartender position at Acme Corporation, which I discovered on your company's careers page. With a passion for mixology and a commitment to providing exceptional customer service, I am eager to contribute to your team and help create a welcoming atmosphere for your patrons.

During my time volunteering at community events, I had the opportunity to assist in managing the beverage station, where I quickly learned the intricacies of mixing and serving a variety of drinks. I successfully collaborated with a team of volunteers to serve over 300 guests, ensuring that each drink was prepared to perfection and delivered promptly. Additionally, I earned positive feedback from event organizers for my ability to engage with guests, which resulted in a lively and enjoyable experience for everyone involved.

In my previous role as a barista, I honed my skills in multitasking and communication, frequently handling high-pressure situations while maintaining a friendly demeanor. I consistently received praise for my efficiency and attention to detail, which I believe are crucial skills for a successful bartender. I also took the initiative to create new drink recipes that delighted customers, further fueling my enthusiasm for the art of beverage crafting.

I am truly excited about the opportunity to bring my energy and dedication to the Acme Corporation team. I would love the chance to discuss how my background, skills, and enthusiasm for bartending can contribute to your establishment's continued success. Thank you for considering my application.

Sincerely,

Jordan Avery Smith