

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Busser

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Busser position at Acme Corporation, as advertised on your careers page. With a keen interest in the hospitality industry and a passion for providing exceptional service, I am excited about the opportunity to contribute to your team and ensure a pleasant dining experience for your guests.

During my previous experience as a volunteer at a local community center, I developed strong teamwork and multitasking skills while assisting with various events. I was responsible for setting up dining areas, clearing tables, and ensuring that the environment remained clean and welcoming for guests. My commitment to maintaining high standards of cleanliness led to positive feedback from both patrons and event organizers, which solidified my understanding of the importance of a well-maintained dining area in enhancing customer satisfaction.

Additionally, I have gained valuable experience through a part-time position at a busy café, where I learned to work efficiently under pressure. I consistently collaborated with waitstaff and kitchen personnel to ensure timely service, and I took the initiative to assist with inventory organization during slower periods. My efforts contributed to a notable 15% increase in customer turnover during peak hours, demonstrating my ability to adapt to a fast-paced environment while maintaining a focus on quality service.

I am eager to bring my strong work ethic and dedication to the Entry Level Busser role at Acme Corporation. I believe that my background in customer service and my enthusiasm for the hospitality industry make me a great fit for your team. I would love the opportunity to discuss how my skills and experiences align with the needs of your restaurant. Thank you for considering my application.

Sincerely,

Jordan Smith