

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Host Hostess

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Host Hostess position at Acme Corporation, as advertised on your careers page. With my passion for delivering exceptional customer service and my recent experience in the hospitality industry, I am eager to contribute to your team and help create a welcoming atmosphere for your guests.

During my time at The Gourmet Bistro, I successfully managed front-of-house operations during peak hours, where I honed my ability to remain calm under pressure while efficiently seating guests. I implemented a new seating chart system that increased our table turnover by 15%, which not only enhanced the dining experience for our customers but also maximized revenue during busy shifts. My dedication to maintaining a high level of service led to consistently positive customer feedback, earning me the Employee of the Month award twice during my tenure.

In addition to my practical experience, I possess strong communication skills that facilitate effective interaction with both guests and team members. I actively participated in training new staff members, sharing techniques on how to maintain a friendly and professional demeanor. My role often involved addressing guest inquiries and resolving any concerns promptly, ensuring that each visitor had a memorable experience. I am excited about the opportunity to bring this proactive approach to the Host Hostess role at Acme Corporation.

I am looking forward to the possibility of discussing how my skills and experiences can contribute to the outstanding service reputation at Acme Corporation. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan Taylor