

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Server

Dear Hiring Manager,

I am excited to apply for the Entry Level Server position at Acme Corporation, as advertised on your careers page. With a passion for customer service and a keen interest in the hospitality industry, I am eager to contribute my skills and enthusiasm to your esteemed team. I have always admired Acme Corporation's commitment to providing exceptional dining experiences, and I believe my background aligns well with your mission.

During my time volunteering at a local community center, I honed my ability to communicate effectively with diverse groups of people. I organized and served meals for events attended by up to 100 guests, ensuring a seamless and enjoyable experience for everyone involved. This role taught me the importance of attention to detail and the necessity of maintaining a positive attitude even in high-pressure situations. Additionally, I completed a food safety certification course, which equipped me with essential knowledge regarding health standards and best practices in food handling that I would bring to the server position at Acme.

I am also proud of my work as a part-time barista at a busy coffee shop, where I developed my multitasking abilities while serving customers efficiently during peak hours. I consistently received positive feedback for my friendly demeanor and ability to remember regular customers' orders. I believe this experience has prepared me well for a fast-paced restaurant environment, where building rapport and delivering excellent service are vital to enhancing guest satisfaction.

I am eager to bring my strong work ethic and passion for customer service to Acme Corporation and would appreciate the opportunity to discuss how my background and skills can contribute to your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor