

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Host Hostess

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Host Hostess position at Acme Corporation, which I discovered on your careers page. With a strong background in hospitality and customer service, I believe my skills align well with the requirements of this role. I am eager to bring my experience in creating welcoming environments to your esteemed team.

In my previous role as a freelance host for various upscale events, I successfully managed guest lists and coordinated seating arrangements for over 300 attendees at a high-profile gala. This experience honed my ability to multitask efficiently while maintaining professionalism under pressure. Additionally, I was recognized for my ability to resolve guest concerns promptly, leading to a 95% satisfaction rating in post-event surveys. This achievement reflects my commitment to ensuring a positive experience for all guests.

Moreover, I contributed to increasing customer retention at a local restaurant by implementing a personalized greeting system for returning guests. This initiative not only enhanced the dining experience but also led to a 20% increase in repeat visits over a six-month period. I am confident that my proactive approach and attention to detail will be valuable assets as Acme Corporation expands its reputation for outstanding guest service.

I am very interested in the opportunity to discuss how my background and skills align with the needs of your team at Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your esteemed establishment.

Sincerely,

Jordan Taylor