

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Server

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Server position at Acme Corporation, which I discovered on your company's careers page. With a solid background in the food service industry and a commitment to providing exceptional customer experiences, I am excited about the opportunity to contribute to your team and help elevate the dining experience for your patrons.

In my recent freelance role, I successfully managed a high-volume catering event for a local charity fundraiser, serving over 200 guests in a fast-paced environment. By implementing an efficient workflow and training a team of volunteers, we exceeded our fundraising goals by 30%. This experience honed my ability to maintain composure under pressure while delivering high-quality service, which I believe is crucial for a full-time server position.

Additionally, during my time at a well-known restaurant, I achieved the "Employee of the Month" award twice, thanks to my dedication to customer satisfaction and my ability to upsell menu items effectively. By building rapport with regular customers and personalizing their dining experiences, I increased average table turnover rates by 20%. I am eager to bring this same level of dedication and initiative to the Acme Corporation team.

I would love the opportunity to further discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and am excited about the potential for growth in a full-time capacity.

Sincerely,

Jordan Lee Thompson