

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Host Hostess

Dear Hiring Manager,

I am excited to apply for the Host Hostess position at Acme Corporation, which I discovered through your recent job posting on LinkedIn. With a passion for providing exceptional guest experiences and a strong background in hospitality, I am eager to contribute to your team and help create a welcoming environment for all guests.

In my previous role at The Grand Bistro, I successfully managed the seating chart during peak hours, increasing table turnover by 20% while maintaining a friendly and professional demeanor. My ability to anticipate guest needs resulted in receiving 'Employee of the Month' twice for outstanding service and teamwork. Additionally, I implemented a reservation system that streamlined our seating process and reduced customer wait times, which led to a 15% increase in customer satisfaction ratings based on feedback surveys.

I am particularly drawn to Acme Corporation's commitment to delivering high-quality dining experiences and the emphasis you place on customer service. I believe my experience in managing guest interactions and working collaboratively with kitchen and wait staff will make me a valuable asset to your team. I am enthusiastic about the opportunity to bring my expertise in hospitality to help elevate your guests' experiences.

I would be thrilled to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to discuss my candidacy further.

Sincerely,

Jordan Taylor