

# Jordan Taylor

January 16, 2026

Acme Corporation  
RE: Internship Busser

Dear Hiring Manager,

I am excited to apply for the Internship Busser position at Acme Corporation, which I discovered on your careers page. With a passion for the hospitality industry and a strong work ethic, I am eager to contribute to your renowned team while gaining valuable experience in a dynamic environment.

During my previous experience as a server assistant at The Gourmet Bistro, I honed my ability to maintain a clean and organized dining area while assisting with food service. I successfully managed the busser duties during peak hours, ensuring that tables were cleared promptly and efficiently. This experience taught me the importance of teamwork and communication in a busy restaurant setting, as I collaborated closely with servers and kitchen staff to create a seamless dining experience for our guests.

In addition to my hands-on experience, I have completed a food safety certification course, which has equipped me with the knowledge to uphold hygiene standards while working. I am committed to ensuring that all dining areas are not only clean but also welcoming to customers. My attention to detail and proactive approach allowed me to implement a system for organizing utensils and table settings, which improved the overall efficiency of our service during busy shifts.

I am very enthusiastic about the opportunity to bring my skills to Acme Corporation and contribute to your team's success. I would appreciate the chance to further discuss how my background and passion for hospitality align with the goals of your organization. Thank you for considering my application; I look forward to the possibility of working together.

Sincerely,

Jordan Taylor