

Sophia Martinez

January 16, 2026

Acme Corporation

RE: Internship Host Hostess

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Host Hostess position at Acme Corporation, which I discovered on your careers page. With my passion for providing exceptional customer service and my desire to contribute to a dynamic team, I believe I would be a valuable addition to your establishment. The opportunity to work at a company known for its commitment to quality and innovation excites me immensely.

During my previous role as a volunteer at the local community center, I honed my skills in managing guest relations and creating a welcoming atmosphere. I successfully organized events that increased attendance by 30% over the previous year, showcasing my ability to engage with diverse groups and enhance their experience. Additionally, I completed a part-time position at a busy café where I was responsible for greeting customers, managing reservations, and ensuring that every guest felt valued and cared for. This experience taught me the importance of effective communication and multitasking in a fast-paced environment, which is crucial for the Host Hostess role.

I am particularly impressed by Acme Corporation's dedication to exceptional customer service and believe my proactive attitude and commitment to excellence align well with your team's values. I am eager to bring my positive energy and strong interpersonal skills to your restaurant while learning from industry professionals. I would love the opportunity to discuss how my background and enthusiasm can contribute to the success of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Sophia Martinez