

# Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: No Experience Server

Dear Hiring Manager,

I am excited to apply for the No Experience Server position at Acme Corporation, which I discovered on your careers page. I have always admired Acme's commitment to exceptional customer service and am eager to contribute my enthusiasm and dedication to your team. Although I do not have formal serving experience, I possess a strong ability to learn quickly and thrive in fast-paced environments, making me a great fit for this role.

While working at a local café during high school, I honed my ability to multitask effectively in a busy setting. I was recognized as Employee of the Month for consistently providing friendly and attentive service, which resulted in a 20% increase in customer satisfaction scores during my tenure. Additionally, I volunteered at community events where I assisted in food preparation and served meals to attendees. This experience helped me develop strong communication and teamwork skills, ensuring that everyone received their orders promptly and accurately.

I am eager to bring my positive attitude and strong work ethic to the Acme team. I am very interested in the opportunity to learn from experienced staff and contribute to the welcoming atmosphere that Acme is known for. I would love the chance to discuss how my background and skills can align with the goals of your team. Thank you for considering my application, and I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Lee Smith