

# Jordan Blake

January 16, 2026

Acme Corporation

RE: Server

Dear Hiring Manager,

I am writing to express my enthusiasm for the Server position at Acme Corporation, as advertised on your careers page. With a passion for delivering exceptional customer service and a background in the hospitality industry, I am excited about the opportunity to contribute to your team and help create memorable dining experiences for your guests.

In my previous role at The Gourmet Bistro, I successfully managed a high-volume section, serving an average of 50 tables per shift while maintaining a customer satisfaction rating of over 95%. I took pride in creating personalized dining experiences by remembering regular customers' preferences and suggesting menu items that paired well with their tastes. My commitment to enhancing guest interactions led to a 20% increase in repeat customers during peak seasons.

Additionally, I played a key role in training new servers, developing a comprehensive onboarding program that focused on both service techniques and menu knowledge. This initiative not only improved the performance of new hires but also contributed to a more cohesive team environment, resulting in quicker service times and improved efficiency in the dining room. I believe that my strong work ethic and ability to work well under pressure make me a perfect fit for Acme Corporation, where teamwork and excellence are paramount.

I am eager to bring my skills in customer service and teamwork to your esteemed restaurant and would love the opportunity to discuss how I can contribute to your goals. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Blake