

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

My name is [Your Name] and I heard from my friend xyzzy [Friends Name] a regular at you bar [Bar’s name] that a bartending position has been opened recently at your establishment. I am aware that you are one of the hippest establishments in the city and people enjoy coming to the bar top unwind. I am confident that my excellent mixology skills and an experience of 8 years of bartending and service industry will improve your service furthermore.

A bartender’s role is not just about mixing drinks and serving it to his customers, it is a service-driven industry that runs multi-fold. Here is an example of my services at the previous establishment. I was able to drive the sales to increase them by 50 percent during certain off-nights by creating contests and adding discount nights. In addition to these I was responsible for:

* Maintaining adequate stock at all times.
* Provided great customer services by ensuring their satisfaction and safety.
* Well, maintained the logbook/cash register.
* Mentored junior staff/barbacks to teach them about bartending.
* Experimented with drinks and came up with new combinations to keep customers entertained and make them regulars.
* Consistently maintained the bar premises according to the sanitation requirements and cleanliness standards.

Passion for bartending has always kept me up to date with the latest drinks and cocktails. I am a team-oriented individual who likes to mentor junior staff and work towards providing a unique experience to customers. My communication skills and positive attitude in the workplace has always pushed me to improve my skills. With all these qualities I am sure I will be able to bring more recognition to your establishment, provide a quality service to your customers and, be a cherished and successful Bar Attendant/Bartender.

Thank you for the time and consideration. Looking forward for the meeting to show my skills in detail to show how well of a match I am for your establishment.

Sincerely,

[Your Name]

**Robert Smith**

**Bar Attendant**