**Robert Smith**

***Contact details***

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**Bar Staff**

[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],

I recently came across your advertisement about the requirement for Bar Staff on the online job portal. I am currently working at [Current Employer’s Name] as Bar Staff on temporary shift bases. I have visited your bar once along with my friend on his recommendation and have been passionate about working with your establishment ever since. My passion resonates with the energetic atmosphere that comes alive during the busy hours. I am confident that I will fit in easily with your team.

I recently finished my higher secondary from a local college. I enjoy a high energy atmosphere and meeting new people. I am eagerly waiting to work in a professional environment where I can exercise my skills to the best of my abilities. In the short period of 6 months, I have understood that:

* I am easy to talk to and I can make people feel comfortable easily. (Communication skills).
* My numeracy skills allow me to keep a tab of the customer’s orders.
* Good at greeting guests, taking their orders, and delivering them accurately.
* Able to provide the Bar manager with full support to achieve the highest efficiency and customer satisfaction.
* I maintained optimal inventory levels and in turn able to be of great support to the other team members in the bar.
* I can multitask- serve drinks, clean up the place quickly and, also keep the bartender informed about the guest’s requests.
* I am plan in advance to keep up with the multiple tasks that I have to perform for the day.
* I am proactive and always try to maintain the premises clean and hygienic.

I would like to be allowed to demonstrate my professionalism in person and discuss further about qualities that I am sure perfectly match with Bar Staff requirements that you are looking for.

Thank you for your time and consideration and looking forward to being a part of your team and be a success.

Sincerely,

[Your Name]



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