

**Robert Smith**

**Lead Server**

[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 am submitting this letter in response to the job position for the post of Lead Server in [XXX Restaurant]. With my four years of experience in providing service and assistance as the Server in [YYY Hotel], coupled with my commitment to client service excellence, I believe that I would significantly benefit your company.

[XXX Restaurant] has always been at the forefront of offering a diverse menu listing to customers. The Restaurant covers various cuisines like Indian, Chinese, Thai, Mexican, etc. Their ability to remain well connected to the changing food trends and adapt to the new age crossing of cuisines is one of the reasons why it is still considered a popular city food spot. I am certain that I can be significantly beneficial to your restaurant.

In my current role as the Server at [YYY Hotel], I perform the following tasks and duties:

* Oversaw the sanitation and maintenance of the restaurant and quality control of beverage and food products.
* Trained, supervised, and evaluated new employees and service staff.
* Developed training materials for guaranteed service to be used on an everyday basis.
* Collected food orders, processed them through the computer to generate bills, and delivered it on time.

I have strong organizational and problem-solving skills and a proven track record to do the assigned service in the most accurate and timely manner possible. My previous experience has prepared me to excel in this role.

I look forward to meeting you in person so that we can discuss the opportunity in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]