**Robert Smith**

**Restaurant Waiter**

[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 writing to apply for the waiter position at your restaurant, [restaurant name]. I am a very detail-oriented person who really enjoys working in a professional capacity.

One of my strengths is customer service. I do not like to see my customers unhappy and will go out of my way to make sure they're comfortable and happy. If a customer needs something, I would be very quick to respond and help them.

My two years of experience as a waiter at [previous employer] have given me a variety of valuable skills that will be very helpful in this position.

* Extremely punctual and can arrive early for my shifts if necessary.
* Have mastered excellent customer service skills through the many interactions that I have had with customers on a daily basis.
* Have great interpersonal skills and know how to build rapport with customers in order to provide them with an enjoyable dining experience.
* Strong attention to detail and take great pride in ensuring that everything is just so for my tables, from proper food temperature to cleanliness of the dining area.

I hope you will give me the opportunity to show you my skills so that we can work together in the near future!

Sincerely,

[Your Name]

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