

# JOSEPHINE KELLEY

Bartender  
j.kelley@myemail.com  
(746) 535-7563  
43 My Road, Providence, RI  
24680

May 5, 2021

**Isobel George**  
Senior Hiring Manager  
Fleming's Steakhouse  
(864) 639-9473  
i.george@youremail.com

Dear Ms. George,

Last year, I was singled out by name in 24 Google reviews for my friendly service style and attention to detail. My dedication to exceeding guest expectations and strong knowledge of food pairings helped me provide impressive customer experiences, and I look forward to showcasing these skills as a bartender at Fleming's Steakhouse.

As a cocktail expert with two years of experience, Fleming's Steakhouse's reputation for creating modern and innovative beverages motivates me. I believe that my career achievements demonstrate that I have the skills and knowledge necessary to become a productive member of your service team. These include:

- Being trusted to train five new hires to boost their understanding of ideal wine and cocktail pairings for different menu items
- Creating over 40 bespoke cocktails for parties based on detailed guest briefs
- Consistently ranking in the top 10% of staff members for productivity and customer satisfaction

Please get in touch to arrange an interview to discuss how my knowledge and abilities can generate impressive profits and provide memorable experiences for your guests.

Sincerely,

*(Insert Signature Here)*

**JOSEPHINE KELLEY**

P.S. I am excited to tell you why I was promoted after just six months of service.