

Lacey Lee

Bartender
9999 Olive St., New Orleans, LA 77777
laceylee@email.com
(123) 456-7890

April 1, 2021

Joan Smith
Head Bartender
NOLA Famous Bar
(999) 888-7777
joan@nolafamous.com

Dear Miss Smith,

During my two years of employment at Old Magazine Street Bar, I won the monthly newly created cocktail sales challenge three times. My bubbly personality also helped me land approximately one dozen new, weekly repeat customers whose consistent spending raised the annual revenue of the bar by roughly 10 percent.

I would now like to bring my passion for mixology and excellent customer service to NOLA Famous Bar. I know that you're looking for a full-time licensed bartender who is dependable, trustworthy and knowledgeable about the French Quarter bar scene. As your new hire, I can:

- Wait on upwards of 300 people per night while remaining calm, collected and upbeat
- Help to reduce bar waste by adhering strictly to beverage pour guidelines
- Create new, exciting new cocktail recipes that are inspired by current social drinking trends

Can we please set up a meeting that allows me to explain further how I can bring my talent and charisma for bartending to NOLA Famous Bar? I would love to meet at your earliest convenience.

Sincerely,

(Insert Signature Here)

Lacey Lee

P.S. I'd love to tell you how I won the Best New Bartender in the French Quarter Award!