

# Boyd Beck

Bartender  
456 Main Road, Providence, RI 31086  
b.beck@myemail.com  
(432) 109-8765

**May 5, 2021**

**Alicia Lee**

Senior Hiring Manager  
The Capital Grille  
(245) 678-1473  
a.lee@youreemail.com

Dear Ms. Lee,

In 2020, I generated a system that slashed average waiting times in half. I strategically collaborated with colleagues when preparing orders to boost speed and productivity. I am excited to display similar innovation as a bartender at The Capital Grille.

As an energetic and efficient bartender with two years of experience, I am drawn to the opportunity to work in a fast-paced, customer-focused environment like The Capital Grille. My latest accomplishments show that I have the guest service skills and detailed beverage knowledge to make a valuable contribution to your organization. These include:

- Designing and promoting two themed Christmas cocktails that boosted bar orders by 32% during the holiday period
- Providing informal mentorship and support to three new hires in 2020 to help boost their service and product knowledge
- Achieving a steady satisfaction rating of 99%+ throughout my employment

I would like to meet to discuss how my driven work ethic and outstanding organizational skills can help create incredible experiences for your guests. I am available for an interview at your convenience.

Sincerely,

*(Insert Signature Here)*

**BOYD BECK**

P.S. I would love to explain how I generated over \$1,000 of additional revenue through beverage upselling in March 2021.