

Kaylee Medrano

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April 6, 2021

Paula Wagstaff
Senior Hiring Manager
Maggiano's
(321) 098-7654
p.wagstaff@youreemail.com

Dear Ms. Wagstaff,

Last year, I led a series of training sessions for new hires to improve their customer service skills. This initiative led to a satisfaction increase of 32% in a single month. I hope to display the same strong service ability and leadership skills as a server at Maggiano's.

As a talented restaurant server with more than seven years of experience, I believe that I can help Maggiano's achieve its mission of creating lasting memories for its diners. Your company's reputation for incredible service is the ideal fit for my abilities. My recent achievements include:

- Receiving a personal letter of thanks from a diner for providing attentive service and going above and beyond while serving their Bat Mitzvah party
- Consistently exceeding expectations for at least 98% of diners, according to feedback forms in 2020
- Persuasively promoting special offers to increase takings by an average of 34% per shift in March

I would like to schedule an interview to discuss how I can help Maggiano's continue to impress its guests in 2021. I am available to talk at your convenience.

Sincerely,

(Insert Signature Here)

Kaylee Medrano

P.S. I would love to explain why I was selected to act as shift manager to cover a colleague's maternity leave last year.