

Sarah Andrews

High School Graduate 432 Main Avenue, Salt Lake City, UT 10987 s.andrews@myemail.com (678) 901-2345

April 5, 2021

Nessa Brynjar

Senior Hiring Manager
Red Lobster
(789) 012-3456
n.brynjar@youreemail.com

Dear Ms. Brynjar,

Last year, I raised more than \$10,000 for my church's fundraising initiative to fight homelessness. I believe that my warm, engaging interpersonal style and commitment to meeting challenging targets helped me achieve this outcome. I hope to demonstrate the same determination and positive interaction as a server at Red Lobster.

As an energetic recent high school graduate that thrives in a fast-paced environment, Red Lobster's reputation for providing quick and impressive service appeals to me. I believe that the following achievements demonstrate that I have the skills and potential to excel in your organization:

- Achieving an overall score of 97.5% for my Hospitality and Tourism elective coursework
- Receiving a school commendation for displaying strong and inspiring leadership as the girls' soccer team captain
- Consistently maintaining a 100% punctuality and attendance record for over five years

I would like to meet to discuss how my outstanding teamwork ability and diligence can help Red Lobster meet its goals in 2021. Please get in touch to schedule a convenient interview.

Sincerely,

(Insert Signature Here)

Sarah Andrews

P.S. I would love to tell you why my classmates elected me Class President last academic year.