

April 2, 2021

## Lindsay Jones

Owner  
Mack's Bar and Grill  
(987) 654-3210  
ljones@macks.com

Dear Ms. Jones,

As an experienced server, I have had the privilege of managing and training dozens of other servers. My upbeat attitude, friendliness and helpful nature allow me to successfully support my coworkers and create pleasant experiences for customers. I am excited by the opportunity to bring these same skills to Mack's Bar and Grill.

I admire Mack's commitment to its customers and focus on giving back to the community. These values align closely with my own and make me an ideal fit for the restaurant's team.

In my 10 years of experience, I have several accomplishments that include:

Developing a new workflow for mid-week lunch rushes to reduce customer wait times by an average of 10 minutes.

Creating an employee survey to capture morale and workplace satisfaction

Increasing dessert sales by 18% through strategic recommendations to customers

I am confident that Mack's Bar and Grill will benefit from my professional work history and desire to give customers an excellent dining experience. Please reach out to me at your earliest convenience to further discuss my candidacy.

Sincerely,

*(Insert Signature Here)*

## Stanley Smith

P.S. I'd love to tell you how I made a couple's anniversary dinner one they'll never forget!