

ASTRID BOWER

High School Graduate
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April 23, 2021

Barney Chang
Senior Hiring Manager
Sullivan's Steakhouse
(998) 877-6655
b.chang@youremail.com

Dear Mr. Chang,

Last year, I achieved 99.8% positive feedback in my part-time server role. Reviews mentioned my outstanding menu knowledge, friendly attitude, and willingness to go above and beyond to ensure perfect service. I hope to create incredible diner experiences as a server at Sullivan's steakhouse.

Your company's reputation for warm and attentive service is the perfect match for my customer-centered ethos. As a bright recent high school graduate with a committed work ethic, I believe that I can become an asset to your service team. My recent accomplishments include:

- Achieving a score of 85% for my hospitality and tourism elective course, placing me in the top 5% of my class
- Leading a team of five classmates to organize a charity soccer match to raise money for cancer research charities
- Being voted "Server of the Month" in December 2020 for my efficiency and attention to detail

I would love to meet to discuss how I can help Sullivan's Steakhouse achieve its goals in 2021. Please don't hesitate to get in contact to schedule a convenient interview.

Sincerely,

(Insert Signature Here)

ASTRID BOWER

P.S. I would like to tell you why I was selected as class representative to the school council in my senior year.