Jeff Coleman

Address, City, ST ZIP Code | Telephone | Email

**Today’s date**

Mr. H. Hyatt, Hotel Manager

Company name

Address, City, State, zip  
  
**Re: Position of Bartender**

Dear Mr. Hyatt,

I recently visited your hotel’s website and was happy to read that you are now hiring staff for your new hotel in San Francisco and would like to apply for the position of bartender.

My resume is attached to this cover letter. I am almost finishing my seventh year working as a bartender, and am fully licensed.   
I keep up to date on the latest drink mixtures and recipes and am willing to learn more. My multi-tasking skills and superior customer service contribute heavily to the success of the bars at which I’ve worked and increase the proportion of repeat customers.

My responsibilities at the past two hotels as which I worked included –

* Taking drink orders from waiters.
* Preparing drinks for patrons according to their taste.
* Collecting payment.
* Operating the cash register.
* Maintaining the cleanliness of the bar.
* Carding customers whom I had reason to suspect were under-age and politely refusing them service.
* discreetly evaluating the alcohol consumption of patrons.

If intoxication was a factor, I would reduce the percentage of alcohol in subsequent drinks. In addition, I was in charge of ordering supplies for the bar, verifying when orders came, and rotating inventory.

Working late presents no difficulty and I have experience handling belligerent customers if necessary. I am eager to meet with you for an interview before or after the hotel opens.

Please contact me at the above cell phone or email.

Thank you and cheers!

**Jeff Coleman**