|  |  |
| --- | --- |
| **Wanda Smith** | C: (555) 555-5555, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

**Today’s date**

Ms. Irene Johnson, Manager

Chie Restaurant

Address, City, State, zip

Re: Hostess - Job Post

Dear Irene Johnson,

Your job posting for a hostess caught my eye and I’m pleased to enclose my resume to be considered for the position.

As an experienced hostess with ten years of working in the hospitality field, my qualifications match the job listing and my professional yet caring demeanor should reflect positively on your firm and result in satisfied clients becoming repeat clients.

My orientation is toward providing superior service to clients, starting from the welcome they receive upon arrival, continuing with the suggestions I offer for opportunities for touring in the area, ensuring that tastefully presented meals are provided, and explaining the differences in cuisine between what they’re used to and what is served in our locale.

At my current position, I supervise the cleaning staff in a friendly but clear fashion, and make certain that rooms are ready for guests, grounds are well kept, and laundry is timely processed.

I hope to hear from you in the near future regarding the possibility of my coming in for an interview during which we can discuss the position further.

My contact information is at the top of the page.

Thank you in advance.

Wanda Smith