**Miguel Rose**

[Street Address]  New York, NY 55900

Phone: (111) 222-3333  Email: [Email Address]

**Today’s date**

Mr. Oscar Simmons, BlueBay Manager

BlueBay Restaurant

Address, City, State, zip

Dear Mr. Simmons,

Bon jour.   
In response to your discreet help wanted sign in the window of your restaurant, I am applying for the position of waiter and present my resume.   
I have ten years of experience in working in restaurants and can ensure that diners enjoy a smooth, pleasurable night out.

My duties include:

* Receiving customers.
* Directing them to a table according to their preference (near a window with a view, in a no smoking section, in a secluded area).
* Taking orders and answering questions about the menu.
* Conveying the orders to the chef.
* Keeping track of which customers ordered which meals.
* Serving food, being available for drink or roll refills.
* Accepting payment via credit card, traveler’s checks, or cash.
* Quickly cleaning off tables to be ready for further guests.

I am tolerant of customer quirks and preferences, and speak a passable French.

I would be pleased to hear from you in the near future. My cell phone is 111-222-3333.

Merci.

**Miguel Rose**

**Attachment: Resume**