**Alicia Burns**

**[Street Address] New York, NY 55900 ⬩ Phone: 555-555-5555 ⬩ [Email Address]**

**Today’s date**

Mr. Michael Gardner, Head Waiter

Sue and Co. Restaurant

Address, City, State, zip

**Re: Waitress**

Dear Sir,

I saw your Help Wanted sign on the outside window of your restaurant as I was coming in to order lunch yesterday and told the man at the counter that I was interested in the job.

He told me to bring in my resume, so you’ll find it along with this letter.   
On the resume, I wrote down exactly what I did, such as - taking orders, explaining the menu, and providing great customer service, so please remember to look at it.

As you’ll see, I have a lot of experience working in restaurants:

I started out in fast food places, and gradually moved my way up until I was the head waitress at OP’s. Afterwards, I decided to try a fancier place, so I got a job working at David’s (corner of Smith and Country Lane). I’ve been working there for almost six years, first as a regular waitress, then as the assistant to the head waitress. Whenever the head waitress (i.e. maître d) was out, I took over for him.

I’ve got a great memory for orders, I’m friendly and welcoming, and I’m patient with customers who take a long time to decide what they want from the menu.

I’m leaving this letter and resume with the man at the counter, and if I don’t hear from you within the next few days to arrange for me to come in for an interview.

I’ll drop by again to make sure that the fellow behind the counter really passed this on to you.

Thanks, and hoping to hear from you soon.

**Alicia Burns**

**Attachment: Resume**