Henry Applicant

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September 1, 2018

Cathy Lee

Director, Human Resources

Acme Diner

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I am writing to apply for one of your summer waitstaff openings, which I found listed on your website. I have worked as both a server and a host in restaurants for the past four summers. During the summers of 2016 and 2017, I worked at The Pizza Den, a casual restaurant, and last summer I worked at Perseus, a fine dining establishment. As a result, I am confident I have the experience and skill to serve your customers in the manner they expect.

I am able to work evenings and weekends during the summer months. I am currently a student at Western State University; however, I'm not taking any classes this summer, so I have plenty of time to fill shifts as needed.

Please feel free to contact me by email (henry.applicant@email.com) or cell phone (555-555-5555) if you have any questions.

Sincerely,

Henry Applicant