**EMAIL TEMPLATE   
 WAITRESS COVER LETTER**

[e-mail address]

Dear [Mr. /Mrs. /Ms.] [Manager’s Name],

Re: Application for the post of a food service manager

I understand that your company has a vacancy in the position of a food service manager. Well, I am pleased to submit to you my application for the said role officially. Several factors combine to make me feel deserving of the stated role.

For one, I hold a master’s degree in Catering from the prestigious XYZ College. Then, I first worked as a waiter for 5 years. The proprietor of the restaurant was so pleased with my services that he elevated me to the role of chief supervisor.

This is the capacity I have been serving in for the last 6 years. You also indicated that you want someone who can work for long hours, including night shifts. I fit these two bills well by virtue of pursuing catering as a full-time career.

Peruse through my resume to get to know further about my accomplishments, key experiences, and skillsets. Many thanks in advance for inviting me for an interview.

Regards,

[Your Name]