**RESUME COVER LETTER**

Waitress

Annalise Sinclair

(111) 789-3456

analir@email.com

**[Insert Date]**

Dear Hiring Manager,

Please accept my cover letter and resume as consideration for your open Waitress position at The Foundry Restaurant. I fulfill the requirements in the ad that state you need a Waitress who is personable, reliable, outgoing and calm under pressure. Furthermore, I fit the requirement that applicants must have two years of fine-dining experience.

In total, I have three years of experience in the food and beverage industry. During my two years at local upscale restaurant Innovation, I gained experience in all aspects of fine dining. I learned how to adapt to the varying needs of guests, especially when it came to special requests. In addition to standard server practices, including explaining the specials and reviewing any dietary requirements, I commonly upsold desserts and drinks, resulting in a monthly revenue increase of $1,500 last year. I also practiced proper cash and credit card handling procedures, performing all these tasks according to the restaurant's timeline.

Prior to working at an upscale restaurant, I spent a year at a fast-casual restaurant as a Waitress. Therefore, I have seen the different paces restaurants require. I am currently pursuing a Bachelor of Science degree in hospitality and hotel management at St. Helena University. I expect to complete my degree in December 2020.

I have enclosed my resume for your review. I look forward to speaking to you soon Thank you for taking the time to read my resume and cover letter.

Sincerely,

Annalise Sinclair