

Hostess Cover Letter

6110 Lonnie Lodge
Kenethfurt, VA 36010

Dear Avery Wolff,

I am excited to be applying for the position of hostess. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for fresh drinking water and additional beverage service to patient not on fluid restriction.

Please consider my qualifications and experience:

- To answer the telephone calls and handle enquiries
- To lead guests to the table and seat them only if the table is fully set-up
- To handle guest complaints, requests and enquires on food, beverage and service
- To maintain and update the restaurant guest history data
- To maintain a legible and up-to-date reservation book
- Execute and be able to execute all the task, duty and responsibilities in an efficient way while being friendly in facial expression and approachable to the guest
- To raise engineering work order and co-ordinate damaged items for repair
- Knowledge of Food and Beverage (Wine, Spirits) will be an advantage

I really appreciate you taking the time to review my application for the position of hostess.

Sincerely,

Max Windler