

Hostess Cover Letter

8229 Kuhlman MillStoltenbergberg, CO 78592

Dear Story Cruickshank,

I would like to submit my application for the hostess opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for a smile and friendly greeting for guests, use guest's name, confirm number in party, ask guests their seating preference and needs/requests, walk with guests at their pace to the table, alert guests of steps and inclines, and inform server and/or manager of special needs.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Well-groomed and composed
- High School Graduate/GED or recent, demonstrated experience in a food service environment
- Hospitality qualification advantageous
- Ensure that the standards of service excellence and guest satisfaction are met and maintained
- A black dress or white blouse and black skirt
- Requires reading, writing and oral proficiency in English
- Previous employment experience in a highly regarded restaurant will be an added advantage
- A high level of energy and passion for service

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Alexis Wilkinson