

Hostess Cover Letter

6652 Koch Squares Tabathaview, UT 78811-4318

Dear Oakley Bruen,

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

In my previous role, I was responsible for services to guests in terms of enquiries, F&B information and other related enquiries.

Please consider my qualifications and experience:

- Able to handle money accurately and operate a point-of-sale system
- Able to work in a busy restaurant environment
- Provide a warm and friendly welcome, leading guests and seating them at their table
- Take telephone bookings and maintain a clear and organised reservations book
- Assist in the set-up of tables and displays
- Maintain and update guest database
- Be attentive to guests and resolve their complaints where possible, reporting all incidents to Supervisor
- Maintain cleanliness of hostess station and surrounding areas, of all menus

Thank you for your time and consideration.

Sincerely,

Tatum Morissette