

Cover letter for a job as a waiter/waitress

I. Elements to take into account when writing this cover letter

Working as a waiter or waitress can initially appear to be what is classed as an unskilled job. However, the waiting staff and especially the role of sommelier and Maitre D, can be very highly skilled and well paid career paths.

When applying for a position as a waiter or waitress, there are some qualities and skills that are essential to included in your application that will set your cover letter apart and show that you are the right person for the job.

As part of the “front of house” team, you will be the face of the restaurant. Therefore, people skills, a welcoming nature and excellent presentation are essential qualities. Furthermore, when working in high end and Michelin Starred establishments, the service is taken into account when attributing awards, therefore these skills become even more important to mention.

Team working, time keeping and being able to stay calm under pressure are also essential qualities not to be forgotten when highlighting skills in the cover letter of your application

Tina Burn

World Service

Gainsborough

G4 3IO

24/5/2015

Dear Ms Burn,

I am writing to you to apply for the position of Waitress at World Service, as advertised in Cuisine Weekly, 23/5/2015.

I have spent the last 4 years living in France, completing a degree in Hospitality at Lyon University. During this time I gained valuable experience working in restaurants, varying from Burger bars to Michelin Starred restaurants. I developed a passion for waitressing during my time in the Michelin star Tigotamin. I love the busy and high pressured atmosphere of a restaurant that provides quality food and top class service.

During my work placements there were always high expectations from the management and customers to look presentable at all times, time keeping had to be impeccable and we had to understand the whole menu and specials, so that we could answer any queries that the customers may have. I have a high level of customer service skills through a friendly but professional manner and I have been a solid member of any team that I have worked in. I am trustworthy, can handle cash and card payments, I was also trusted with doing at the table appetizers/desserts which is a role I really enjoyed and I would love to bring this to World Service as I can see it is something you do not do at the moment.

Joan Poole

18 Jubilee Way

Woodthorpe

Nottingham

NG7 8AN

Through the experiences that I have had in France, my knowledge and skills would be of great benefit to your restaurant and help maintain the excellent reputation that you have in the culinary world. I see from your website that you are open for a lunch service and also evening service, I am available for both, if you require someone for them.

If you are interested in interviewing me or allowing me to carry out a trial shift with you, I am available at your convenience. Thank you for taking the time to look over my application

Yours sincerely