December 8, 2015

Manager

Steve’s Café

630 North Montana

Helena MT 59601

RE: Host/Bus/Cashier position

Breakfast is the most important meal of the day. As a member of your café team, I would make sure that your customers would not only enjoy that meal but would feel that the best place to eat breakfast is at Steve’s Café. This attitude demonstrates how committed I am to customer service.

Working with the public is not new to me. I have worked many concession stands where taking orders and fulfilling customers’ needs was a key element of success. Managing money and maintaining a clean and inviting environment as well as being prepared also added to that success. Even when babysitting, taking care of my customer’s needs and ensuring that expectations were met with a positive attitude was my chief concern.

I welcome an opportunity to demonstrate to you how I can enhance your customer service team as a host/bus/cashier staff member. I am available to interview at your earliest convenience. I can begin work immediately.

Thank you for your time and consideration. I look forward to working with you.

Sincerely,

Samantha Humphrey