Muhammad Abubakar

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08023126678

 27th May, 2021

 [Hiring Manager's Name]

 [Company Address]

[Company City, State]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.l [Manager's Name],

I'm writing to you regarding the food service position at [Company Name that I saw on [Website Name]. With over six years of experience in the industry, my skills prove that I am a strong candidate for the role, and am confident that I will make a valuable addition to your establishment.

While working at The Big Lobster for the past two years, I honed my customer service skills, as well as mastered keeping track of inventory and training underperforming staff, becoming a well-rounded food service worker in the process. I also served as an assistant food service worker, where I perfected menu presentation, mastered 3 types of POS Terminals, and helped maintain a hygienic kitchen. My contributions made both establishments higher performing, and helped give many Customers a pleasant dining experience.

My accomplishments include:

* Manually calculating and splitting bills, completing 53 orders when the POS terminal was down
* Learning a special shorthand for taking down phone orders quickly and efficiently
* Compiling an encyclopedic knowledge of wines, entrees, restaurant equipment, and POS terminals

With my wealth of experience, I believe I am the perfect fit for your restaurant. I have attached my resume to further demonstrate my previous experiences and valuable skills. I look forward to hearing from you, and would be happy to come in for an interview. Thank you for your time and consideration.

Sincerely,

Signature (optional)

Muhammad Abubakar