

27 Beach Street  
Sandringham Vic 3199  
0419 909 220  
maryjones@gmail.com

14 March 2019

Selma Rogers  
Rosey Café Manager  
9 High Street  
Pascoe Vic 3829

Dear Ms Rogers,

**Re: Rosey Café part time waiter/waitress**

I'm writing to express my interest in undertaking the role of part time waitress, and believe my experience and ability to communicate effectively with all members of the public, including the deaf community, would make me a valuable addition to Rosey Café.

In my current position as a Canteen Assistant, I have extensive experience preparing and serving food in a busy environment, taking orders, as well as good money handling skills. During my first year working in the canteen I was able to problem solve an issue and use my initiative to introduce a new ordering system that streamlined the process and allowed more time to prepare the orders, making the morning rush less stressful.

I have over four years experience in a fast-paced kitchen environment, as well as a Certificate III in Hospitality, and I am confident in my ability to take instruction, develop good rapport with the customers and fit into the team at Rosey Café. Additionally, my polite demeanour, efficiency, and strong attention to detail will guarantee that I am able to start the position successfully.

I have attached a copy of my resume for your review but I would really welcome the chance to show you how my highly developed interpersonal skills can benefit Rosey Café, and I can be contacted on 0419 909 220 to arrange an interview. I appreciate your time and consideration.

Yours sincerely,

Mary Jones