TARO YAMADA

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1234 George Street

Sydney NSW 2000

**1 May 2019**

**Dear Sir/Madam,**

**Re: Waiter position**

I am writing to apply for the position of the waiter at XYZ Restaurant, which was advertised online at SEEK. I have two years of restaurant experience and have strong communication and customer skills. I pride myself as a very effective waiter.

I have enclosed my CV to support my application. It shows that I would bring important skills to the position, including:

* I have two years of restaurant experience at ABC restaurant.
* I possess strong customer service skills, including assessing customer needs and satisfaction.
* I hold a RSA Certificate.
* I have maintained perfect attendance for four years in a row.
* I have supervised a team of five employees.
* I have achieved a superior customer service performance and customer feedback.

I have great passion for a restaurant hospitality field and enjoy working as a team within a fast pace environment. With my work experience, skills and great passion, I believe I fulfil the requirements and am therefore an excellent candidate for the position.

Thank you for considering my application. I look forward to hearing from you.

**Yours sincerely,**

**Taro Yamada**