**CALCINA OKUMU**

**P. O BOX 7972- 00100**

**NAIROBI, KENYA**

**7TH OCTOBER,2024**

**TO:**

**THE HIRING MANAGER,**

**ADDY GROUP CONSULTING COMPANY LIMITED,**

**ALBANY HEIGHTS BLOCK B 4,**

**MOMBASA ROAD, BEHIND WEIGH BRIDGE MLOLONGO.**

**P.O BOX……………….**

**MACHAKOS, KENYA.**

Dear Hiring Manager,

**Re: APPLICATION FOR A JOB AS A WAITRESS**

With demonstrated customer service expertise, proven expertise in the food service industry, and exceptional hospitality acumen, I am confident I will be a valuable addition to the Addy group consulting company limited.

 I am an enthusiastic person who is eager to provide excellent food and beverage service to customers and exceed their expectations. I believe that my knowledge of guest relations, hospitality, and food and drinks can considerably strengthen your brand. I am highly skilled in welcoming guests and helping them with table selection, fulfilling orders, communicating with the kitchen staff and bartenders, and satisfying customers promptly. As an experienced waitress, I have a great familiarity with beverage handling and serving procedures, excellent mathematical skills for calculating cash and making change, and am skilled in keeping service areas clean and tidy.

I developed a solid work ethic, expertise in communicating with people of diverse backgrounds, and unique talents to work efficiently in a fast-paced environment.

I look forward to scheduling an in-person interview at your convenience to discuss my qualifications for the waitress position. My resume is attached for your review. Thank you for your consideration and time. I hope to hear from you soon.

Yours faithfully,

Calcina Okumu