

Short Cover Letter Example



(123) 456-7890



andrew.gray@gmail.com



456 E Red Bridge Rd, Kansas City, MO 64131



WWW.FoxTech.Com

[Today's Date]

[Hiring Manager's Name]

123 Company Address

Company's City, State, Zip Code

(123) 456-7890

hiring.manager@gmail.com

Dear [Hiring Manager's Name],

Since graduating from high school in 2021, I've waitressed at four different establishments in Derry. If Atwater's restaurant is looking for an experienced professional, I'm your candidate.

I'm a reliable, diligent worker, with a 100% attendance record. I'm also popular with the local clientele: my ability to create a rapport with customers increased daily wine sales by \$110+ in my current role.

I look forward to hearing from you. I can be reached at [Your Email] or (123) 456-7890.

Sincerely,