

# Application – Gourmet Burger Kitchen – Charlie Johnson

Dear Sirs,

My name is Charlie Johnson, and I am a 20-year-old college student living in San Francisco. I would like to apply for the vacant position as a waitress at Gourmet Burger Kitchen. I would love to work for your restaurant as it has a brilliant reputation and it would be a step up for me.

I can work full or part time from tomorrow until September 10<sup>th</sup> and part time from then on.

I have almost two years of waitressing experience, and an additional two years in customer service experience. I have an outgoing personality, am good with customers, great at managing several tasks at the same time, and have great communication skills. I am used to thinking outside the box and handling the most critical situations. I speak English, fluent German and a little Spanish.

I can work all hours, I love making people happy, and I am a fast learner ready for new challenges.

I have attached my resume to this cover letter.

With hopes of hearing from you soon,

*Charlie Johnson*

Born on 14.04.1994

2/4 33 West Nicholson Street

San Francisco, CA

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## Resume

### Waitress – Café Rouge, San Francisco

#### September 2012 – April 2014

While studying, I have been working as a waitress at Café Rouge in Bayview, San Francisco. Here my responsibilities have been mainly in the front-of-house area, making sure all customers were happy and had their orders served quickly and with a smile. For the last few months, I have had the responsibility of managing the other front-of-house personnel. I now sadly have to leave my job here, as the café is closing down permanently.

#### September 2012 – present

I am currently studying Environmental Studies and Theatre at San Francisco State University. I expect to graduate in June 2015 with the intention of continuing to post graduate studies in the environmental field.

#### June 2012

I graduated from Balboa High School with a grade point average of 3.1.

#### June 2010 – June 2012

While attending high school, I worked part time at the local Whole Foods supermarket. Here I worked in customer service, taking care of all kinds of problems and handling critical situations, making sure everyone walked away satisfied.

### Personal Interests

Outside of university and work, I am a very social person. I spend most of my time with friends and family. I like going to the theater and cinema, and I enjoy doing sports and yoga.