**Jason Sangha**  
604-555-1234  
Sangha\_j@gmail.com

February 14, 2024

Assistant Manager   
White Spot Central City

13580 102 Avenue

Surrey, BC V3T 5CS

Dear Assistant Manager:

I am interested in the server position that your restaurant recently advertised. For years, my family and I have visited the Central City White Spot and very much enjoyed the dining experience and service at your restaurant. I believe that my strong work ethic and commitment to service will help to make me a valuable member of the White Spot team.

I am enthusiastic and willing to learn. Growing up in Surrey, I volunteered for many school and community events and feel that these experiences will help me to interact with the public. Last year, the effort I put into my studies helped me to earn high marks in my Marketing, Cafeteria, and Social Studies classes at L.A. Matheson Secondary. I also have access to dependable transportation and am punctual and reliable.

Thank you for taking the time to review my enclosed resume. I am very enthusiastic about the opportunity to join White Spot. At your convenience, I can be contacted at 604-555-1234 to arrange an interview. Thank you again for your consideration

Sincerely,

[sign your name here]

Type your name in full here