
Server Cover Letter Format

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Phone Number]

[Date]

[Restaurant Manager's Name]

[Restaurant's Name]

[Address]

[City, State ZIP Code]

Dear [Restaurant Manager's Name],

[Opening Paragraph: Introduction and expression of interest in the position.]

[Body Paragraph 1: Your experience and skills, relevant to the position.]

[Body Paragraph 2: Explain what you know about the restaurant and why you want to work there.]

[Body Paragraph 3: Highlight your achievements and how they align with the restaurant's needs.]

[Closing Paragraph: Express thanks and interest in an interview.]

Sincerely,

[Your Full Name]

[Attachment: Resume]