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Jane W. Fastweb

September 21, 2018

John Smith  
Hiring Manager  
Fastweb Café  
987 Scholarships Court  
Fastweb City, FW  
01234

Re: Opening for Weekend Hostess at Fastweb Café

Mr Smith:

As a highly motivated student with excellent leadership and communication skills, I would like to apply for the position of Weekend Hostess at the Fastweb Café.

For the past three years, I have worked to establish myself as an ambitious leader in my school and philanthropic community. I currently serve as team captain of the Fastweb High School tennis team as well as the secretary for the Student Council, both being positions that I was nominated for and awarded to by my peers. Additionally, I spend time at the Fastweb Food Bank, organizing and serving meals on regular serving nights as well as special holidays.

In the classroom, I strive to challenge myself through AP and IB coursework. Despite taking difficult classes, I have made the honor roll each semester and become a National Merit Scholar.

Through my studies and extracurricular involvement, I have learned how to effectively manage my time and balance multiple tasks and activities. I believe that my experience and skills are vital to working effectively as a weekend hostess while balancing my academics and extracurricular activities.

I am confident that I have a lot to offer your establishment and am keen to take on an opportunity that will enable me to develop my professional skills and experience. I have included my resume for your consideration, and I am looking forward to discussing this position further.

Sincerely,

Jane W. Fastweb