

Pub & Café "Latte Macchiato"
Bean Path 1
98765 Musterstadt

Münster, xx Month xxxx

Application for a position in the service department

Dear Ms Müller,

(Alternative: "Dear Sir or Madam,")

As a student of the University of Münster, I would like to apply for a student job in the service sector. I already have some prior experience in gastronomy.

During my school years, I worked at an ice-cream parlour and was assigned street vending duties and waited tables in the café area. Taking customer orders in a friendly manner, processing the orders quickly and operating the cash register were as much a part of my job as accounting at the end of the day.

In this position, I was able to demonstrate and enhance my service orientation and communication skills. This included handling stressful situations and multitasking. An important lesson I learned was to always remain service- and solution-oriented when talking to customers.

Due to my academic workload, I would only be able to work around ten hours per week. Nonetheless, I am very flexible when it comes to working hours. I look forward to introducing myself to you in a personal interview and hope to hear from you soon.

Yours sincerely,

[scanned signature]

Attachment