

## Natalia Ivanova

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October 4, 2011

Mr. John Smith  
General Manager  
ABC Restaurant  
34 Wood Street  
Hyannis, MA 02601

Dear Mr. Smith,

I am applying for the advertised waitress position that appeared on www.jobsite.com. I feel confident that I will excel in this role because I have significant experience taking food orders, cleaning and resetting tables and creating a positive dining experience for my customers. I have an enthusiastic attitude and I am a very hard worker, which I believe to be essential for the job.

In addition, I have professional experience providing excellent customer service at a busy food establishment. I am able to remain calm under pressure and I am eager to grow into this type of role.

I will be a participant in the U.S. Department of State J-1 Summer Work Travel program, sponsored by InterExchange. Because of this sponsorship, I will be in possession of all the necessary legal working documents for employment in the United States from **{insert dates you will be eligible to work}** and I will apply for a temporary Social Security card once I arrive in the U.S. on **{insert date of arrival}**.

I look forward to discussing how my skills can best fit the needs of your business.

Sincerely,

Natalia Ivanova  
Student at Moscow College