

September 5, 2014

To Whom it May Concern,

I have reviewed the job description for the position of a Server and am very interested.

I just started my second year at San Jose State University as an Undeclared student. My most recent experiences have been volunteer work with my church and the pumpkin patch in my hometown, however, I feel I am qualified for this position due to my excellent communication skills, customer service abilities, and independent work as well as being able to work in a team environment. I have served tables and understand how important customer service is. I take pride in engaging with customers and developing long-term relationships, which contribute to the success of the company. I believe I am able to learn quickly and will be able to perform the essential functions of a server. I also welcome the challenge to learn new skills and develop further business experience.

I would welcome the opportunity to discuss how my experience, skills, and ideas can contribute to the success of the company. Enclosed is my resume for your confidential review. I can be reached at my personal number (951)-207-5786.

Thank you for your time and consideration of this letter. I look forward to talking with you soon.

Sincerely,

Jacqueline Devine

## **Jacqueline Devine**

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San Jose, CA, 95112  
Cell: 951.207.5786  
jacqueline Devine27@yahoo.com

### **Education**

San Jose State University – San Jose, CA  
August 2013 - Present

Corona High School – Corona, CA  
August 2009-May 2013

### **Achievements**

- Current GPA: 3.0
- High School GPA: 3.4
- Perfect Attendance: 2010,2011
- High School Academic Honor Roll: 2009,2010,2011

### **Volunteer Experience**

St. Matthews Fish Fry, Corona CA, April 2009, April 2010, April 2011

- Waitress
  - Took Food Orders
  - Worked Cash Register
  - Served Food to Customers
  - Cleaned tables

Corona Pumpkin Patch, Corona CA, October 2011

- Volunteer
  - Supervisor & Demonstrator
  - Worked Cash Register
  - Cleaned tables

### **Activities**

- Relay For Life Committee: 2010-2014
- Corona High School Dance Team: 2010-2012
- St. Matthews Church Youth Community: 2009-Present

## **Skills**

- Proficient with Microsoft Word and PowerPoint
- Customer Service
- Teamwork

