

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

375 S. 9th Street, Box #5126
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



Non-Federal Direct Deposit Enrollment Request Form

Authorization agreement for automatic deposits (ACH credits)

Directions for Customer Use:

- 1) **Ensure entire form is complete, then sign and date**
 - Use the ABA routing number from the state where your account was opened
- 2) **Ensure appropriate Employer / Company address is used when mailing completed form.**
- 3) **Employer/Company should review this form for completeness and suitability. If Employer / Company prefers or requires their own form, use account type, number and ABA routing number below to help complete their form**
- 4) **Mail form directly to Employer / Company (Note: It is not necessary for employer or company to return the form to the bank once direct deposit is set up into the payroll system)**

Employer Address _____ **City** _____ **State** _____ **Zip** _____

I (we) authorize the above named **Company** to initiate credit entries to my **Bank of America** Checking and/or Savings accounts indicated below and to credit the same to such amount. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of U.S. Law.

Note: Funds can be deposited into one account or split between accounts as a set percent or dollar amount.

Account type	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	State Acct Opened
Account number	3250 2033 4965	
ABA Routing Number	122000601	
Deposit Amount	100	% OR \$ <input type="text"/> (Flat Amount) OR <input type="checkbox"/> Remaining

Account type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	State Acct Opened
Account number		
ABA Routing Number		
Deposit Amount	% OR \$	(Flat Amount) OR <input type="checkbox"/> Remaining

Account type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	State Acct Opened
Account number	<hr/>	
ABA Routing Number	<hr/>	
Deposit Amount	% OR \$ <input type="text"/>	(Flat Amount) OR <input type="checkbox"/> Remaining

If monies to which I am not entitled are deposited to my account, I authorize the Company (issuer) to direct the financial institution to return said funds and I authorize the financial institution to act on the Company's direction and to return said funds. This authority will remain in effect until Employer/Company has received written notification from me of its termination in such time and in such manner as to afford Company and financial institution a reasonable opportunity to act on it.

Jacqueline	Nicole	Devine
First Name	Middle Name	Last Name
375 S. 9th St	Box #5126, San Jose	CA 95112
Address	City	State
Jacqueline Devine	109/10/14	951-207-5786
Signature (required)	Date	Tel Number

NOTE: Written credit authorization must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.