

**Rada Medjed**  
5319 K Street  
Sacramento, CA 95819  
(916) 912-3060

November 30, 2016

Human Resource Manager  
Acrobat Outsourcing  
6731 Five Star Boulevard  
Suite C  
Rocklin, CA 95677

Dear Human Resource Manager:

In response to our telephone conversation, please accept this letter in application for the Banquet Server position currently available within your company.

As you can see from my enclosed resume, as well as my diverse hospitality skills, I make me a strong candidate for this position.

I believe in providing legendary service - the unique and powerful sort of personal care and attention that your guests tell stories about.

I look forward to our meeting to discuss my credentials with you at your office. Thank you for your consideration.

Respectfully yours,

  
Rada Medjed

Enclosure: Resume

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**Objective:** I am an energetic and engaging individual with a commitment to customer service who is seeking a Banquet Serving position in the hospitality field.

**Experience:** HEAVENLY BAKLAVA  
**Baker-Owner** Sacramento, CA  
2014 to Present

- Manage my In-Home Kitchen baking business that sells gourmet Baklava to the general public.
- Direct and coordinate activities involved with production, sale and distribution of bakery products.
- Participate as a Baklava Vendor at designated special events.
- Meet with clients to determine how and when food was to be served at the scheduled event.
- Respond to questions about food and ingredients.
- Confirm that all food is fresh and sold at the appropriate temperature.
- Determine variety and quantity of bakery product to be produced, according to orders and sales projections.

MAKE-A- WISH Sacramento, CA  
**Banquet Server/Volunteer** 2014 to Present

- Welcome and acknowledge all guests according to company standards; make polite conversation while serving food and presenting beverage selections.
- Carry food from food delivery trucks to the designated serving area.
- Follow established steps of service using table & position numbers.
- Attend all training arranged for banquet/special event by the management.
- Assist in table and place setting and clearing and in providing any necessary decorations.

LAW OFFICES OF RAYMOND E. LEWIS Sacramento, CA  
**Legal Secretary** 2010 to 2014

- Prepared and processed legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions and pretrial agreements.
- Assisted attorneys in collecting information such as employment, medical and other records.
- Organized and maintained law libraries, document and case files.
- Attended legal meetings, such as client interviews, hearings, and depositions, and took notes.



- Mailed, faxed and arranged for delivery of legal correspondence to clients, witnesses and court officials.

**Highlights:**

- Work well in a high pressure environment.
- Thorough understanding of hospitality concepts with extensive relevant experience.
- Detail oriented with the ability to walk and stand for long periods of time.
- Hard-working, honest and dependable.

**References:**

Nichoel Menicucci  
Volunteer Manager  
MAKE-A-WISH  
(530) 304-8700