Daniela Alvarez

2150 S.55th St. Tempe AZ 85282 | 520-664-4067 | dalvar12@asu.edu

February 3, 2014

Home Depot

1330 W Baseline Road

Tempe AZ 85283

Dear Home Depot:

I saw your job listing on Indeed.com and I was highly interested in a sales associates position.

I believe I am qualified for this position because although I have only been hostess, one thing these two jobs have in common are customer service. Always putting the customer first. I think that is what makes your company so prestigious.

|  |  |
| --- | --- |
| Job Qualifications  1. Offer a friendly greeting. Smile, and make eye contact with customers  2. Show enthusiasm with the customer  3. When necessary, handle several customers at once | My Qualifications  1. As a hostess, I constantly greet people coming into the restaurant warm smile and I welcome them to the restaurant.  2. In my hosting job as I am taking the guests to their seats I have to show enthusiasm and ask them many questions about their day and such.  3.Whenever the restaurant gets busy as a hostess I have to make sure all the guests waiting in line to get seated are happy. |

I highly look forward to hearing from you. Please feel free to call me or e-mail me. Again my number is 520-664-4067 and my e-mail is dalvar12@asu.edu

Sincerely,

Daniela Alvarez