

PATRICK KARUMI WANJIRU

patrickkarumi5@gmail.com

+254 724 877593

To The Hiring Manager,

Dear Hiring Manager,

RE: JOB APPLICATION FOR THE POSITION OF A WAITER / SERVER

I am writing to express my interest in the waiter position at your establishment. With over seven years of experience in the food and beverage industry, I have developed a deep understanding of delivering high-quality service in fast-paced and customer-focused environments. I am confident that my skills and professionalism make me a strong candidate for your team.

Throughout my career, I have worked in both casual and fine dining establishments, where I consistently received positive feedback for my attentiveness, efficiency, and friendly demeanor. I excel at managing multiple tables, handling customer concerns with grace, and working closely with kitchen and bar staff to ensure smooth and timely service.

Beyond service, I take pride in maintaining a clean and organized work area, supporting team members, and contributing to an overall welcoming atmosphere. I believe in going the extra mile to create memorable dining experiences, which has led to repeat customers and increased tips in my previous roles.

I would welcome the opportunity to bring my experience and energy to your team. Thank you for considering my application.

Sincerely,

Patrick Karumi Wanjiru



Tel : +254 724 877593
Email: patrickkarumi5@gmail.com
Address : Nairobi, Kenya
Date of Birth : 1981
Nationality : Kenyan

KEY SKILLS

- Willingness to learn fast and take up challenging responsibilities
- Very strong desire to succeed
- Thorough and attentive to details
- Good time management skills
- Good physical fitness and endurance
- Good ICT skills
- Good Communication Skills
- Flexible and always open to change.
- Excellent customer service skills
- Ability to work with or without supervision
- Ability to work in fast paced environment where work deadlines are prioritized.
- Ability to learn fast and relate well with all stakeholders
- Ability to carry out tasks on a computer or hand-held devices

LANGUAGE SKILLS

- English
- Swahili

INTERESTS

- Socializing
- Travelling
- Community service.
- Reading Novels and Informative Literature

REFEREES

I have over seven years of work experience in the service industry having worked as a waiter. Details about my referees are readily available upon request.

PATRICK KARUMI WANJIRU

WAITER / SERVER

PROFILE AND CAREER OBJECTIVE

I am a self-motivated, ambitious, hardworking, result oriented, dedicated and customer-focused waiter with a strong commitment to delivering exceptional service and creating positive dining experiences. Seeking a position in a reputable restaurant or hospitality establishment where I can utilize my communication skills, attention to detail, and passion for hospitality to contribute to customer satisfaction and team success.

WORK EXPERIENCE

2021 – 2024 : AMWAJ Catering - Doha Qatar
Position : Waiter

Duties & Responsibilities

- Welcome customers warmly upon arrival.
- Suggest popular or higher-margin items to increase sales.
- Return change or receipts.
- Reset tables for the next guests.
- Present checks to customers.
- Offer desserts, drinks, or additional sides.
- Maintain a clean dining area and workstation.
- Handle complaints or concerns professionally.
- Follow health and safety guidelines.
- Explain menu items and specials.
- Escort them to their tables and provide menus.
- Ensure overall guest satisfaction.
- Deliver orders promptly and correctly.
- Coordinate with kitchen and bar staff.
- Communicate guest allergies or special requests.
- Clear dirty dishes and refill drinks as needed.
- Check in with guests during the meal to ensure satisfaction.
- Answer questions about food and beverages.
- Accurately take food and drink orders.
- Accept cash, credit card, or other forms of payment.

2013 -2018 : SGS Kenya Limited
Position : Steward

Duties & Responsibilities

- Wash dishes, utensils, and kitchen equipment.
- Clean and sanitize kitchen and dining areas.
- Maintain cleanliness in food storage and preparation areas.
- Organize and store kitchen supplies and equipment.
- Monitor stock levels and report shortages to supervisors.
- Receive and store deliveries properly.
- Transport ingredients and equipment as needed.
- Help with plating dishes during peak times.
- Dispose of kitchen waste in accordance with hygiene standards.
- Ensure recycling and proper waste segregation.
- Provide general support to ensure guest satisfaction.

EDUCATION HISTORY

2007 – 2008 : Mombasa Polytechnic University College
Course : Procurement and Materials Management II
Award : Advanced Diploma

1999 – 2002 : Nyeri High School-Kenya
Course : Kenya Certificate of Secondary Education
Award : High School Diploma

