Viviana R. Vega

2746 Perkins Place

Georgetown, Texas, 78626

(512) 876 – 8989

VVega2@twu.edu

October 1, 2012

Davida Robinson

Greek Life Coordinator

Center for Student Development – Texas Woman’s University

304 Administrative Drive

Denton, Texas, 76209

Dear Mrs. Robinson:

I am interested in the Orientation Leader position advertised at Texas Woman’s University. My most recent job was as a Guest Lane Server at Mel’s Lone Star Lanes. I accepted this position because of the opportunity it would give me to learn how to handle all sorts of individuals and learn to cope with stress and very big responsibilities in a professional way. My experience at Mel’s Lone Star Lanes offered me the opportunity to learn to become more familiar with working with many different personalities and also with being professional even when sometimes it isn’t the easiest thing to do. I also have extensive experience in maintenance and leading groups through assisting in birthday parties and other events at Mel’s Lone Star Lanes.

In response to your search for new Orientation Leaders, I believe my experience in the service industry, and my leadership skills qualify me for consideration. If you would like, I can provide you with a recommendation letter or a phone number of my previous employer.

To further acquaint you with my previous employment, I have attached my resume. I hope you will consider me for the position of Orientation Leader. I look forward to meeting you and discussing my qualifications.

Sincerely,

Viviana Vega

Viviana Vega
2746 Perkins Place Georgetown, TX 78626, United States 5128439875 VVega2@twu.edu

**Professional Experience**

Cianfrani Coffee Company, Georgetown, Texas, United States

Barista, December 2010 - March 2011

* *Prepared and served hot and cold beverages*
* *Handled cash and worked at register*
* *Cleaned coffee shop during every shift; washed dishes; take out trash*

Cotton Patch Café, Georgetown, TX, United States

Cook/Prep, January 2011 – May 2011

* *Prepared food to be served*
* *Cooked entrée meals for guests*
* *Cleaning/Maintenace*

Mel's Lone Star Lanes, Georgetown, Texas, United States

Hostess/Server, April 2011 - Present

* *Party Hostess for birthday parties and special events*
* *Served tables on lanes and in restaurant*
* *Cleaning/Maintenance*

**Education**

Georgetown High School, Georgetown, Texas, United States

*High School Diploma, May 2012*

Texas Woman's University, Denton, Texas, United States

*Undergraduate Candidate, May 2016*

**Additional Skills**

* *Food Handlers License Certified*
* *Texas Alcohol Beverage Commission Seller/Server Certified*
* *Bilingual-Spanish/English*
* *Good with computers*
* *Communication Skills*
* *Leadership Skills*