

**Sample Student**

Palatine, IL 60067

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August 11, 20xx

Jane Smith  
Human Resources Manager  
ABC Steakhouse  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Jane Smith:

Please accept the attached resume in consideration for the **Food and Beverage Manager** position at ABC Steakhouse, which was posted on the ABC Steakhouse website. I welcome the opportunity to utilize my experience as an Assistant Food and Beverage Manager, along with my education, to contribute to your hotel's mission to provide your patrons with top quality service at all times.

My eight years of experience in the hospitality industry includes forecasting, implementing, monitoring and reporting budgets and payrolls. I have scheduled, trained and managed action plans for twenty staff members. In addition, I have a clear understanding of the principles and practices within the food and beverage/hospitality industry and federal, state and local regulations. My accomplishments include being recognized for quality service which has resulted in building a large customer base. I feel these qualifications would allow me to make a significant contribution to your restaurant.

I look forward to discussing this position with you. Please contact me at your convenience if I can provide further information or answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student