

**SAMPLE STUDENT**

Palatine, IL 60067

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August 15, 20xx

Jane Smith  
Restaurant Manager  
ABC Restaurant  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Jane Smith:

I would like to apply for the position of **Assistant Restaurant Manager** at ABC Restaurant, which was posted on Harper's online job posting system. As someone who is flexible, service driven, has excellent leadership abilities with a passion for hospitality, I would welcome the opportunity to work at ABC Restaurant.

The attached resume details my professional experience and skills; however I would like to highlight a few qualifications that meet your needs:

- Forecasting supplies needed and assisting manager with preparing work schedules to meet operational needs
- Following opening procedures which includes reconciling bank deposits day
- Providing excellent customer service, assessing customer needs and a proven track record of promptly resolving customer complaints
- State of Illinois Food Service Sanitation Manager Certified (FSSMC)
- Fluent in English and Spanish

I would welcome the opportunity to work for ABC Restaurant, whose team is committed to excellence, positivity, and building relationships. I look forward to an opportunity to discuss this position with you. Thank you for your time and consideration.

Kindest Regards,

Sample Student