

SAMPLE STUDENT

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August 11, 20xx

Jane Smith
Human Resource Manager
ABC Steakhouse-Harper Hotel and Suites
1200 West Algonquin Road
Palatine, IL 60067

Dear Jane Smith:

Please accept the attached resume in consideration for the **Restaurant Manager** position at ABC Steakhouse, which was posted on the Harper Hotel and Suites website. I would 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 repeat customers. I feel these qualifications would allow me to make a significant contribution to your restaurant.

I look forward to an opportunity to discuss 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