**Calvin Nichols**

**🕿 555-444-3333 🖂 [Email Address]**

**[Street Address] New York, NY 55900**

**Today’s date**

Mr. Burns

Purple Restaurant

Address, City, State, zip

**Re: Restaurant Manager Position**   
  
Dear Mr. Burns,

With great interest I read your job posting for a restaurant manager.

As you note on my attached resume, I have had a productive 15 years of experience in managing the X Food & Beverage Restaurant and would be very willing to use my leadership skills and organizational abilities in the service of your restaurant.

My current responsibilities at X Food & Beverage include:

* Planning the décor of the restaurant.
* Monitoring the menu selections and adjusting the menu based on season and market research.
* Ordering all supplies for the restaurant based on estimates of customers’ daily food consumption.
* Managing the staff (training, arranging shifts, and motivating wait staff to maintain superior interpersonal skills).

In addition, I supervise the cooking personal, ensuring that all food complies with safety standards, aesthetics, and taste, and direct the cleaning staff in maintaining the sanitation of the restaurant.

I welcome customer feedback and incorporate it into the menu, strengthening relationships with our clientele and encouraging their repeat business.

It would be my pleasure to meet with you at your restaurant office to discuss this further.   
You can contact me easily via cell phone 555-444-3333 or [Email Address].

I am looking forward to hearing from you.

**Calvin Nichols**

**Enclosure: Resume**