

Sincerely,

**HELEN LAUREN**

Helen Lauren

Cover Letter

Contact

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TO

MR. GERALD ANDERSON

HIRING MANAGER

+123 4056 7803

gerald@gmail.com

123 street address, with country 5688

Dear Mr Anderson:

I am writing to express my sincere interest in the position of Assistant Manager with ABC Restaurant. With over five years of experience managing teams, ranging from five to fifteen people, I am confident in my ability to immediately add value to your organization.

During my career as an Assistant Manager, I have worked in a variety of restaurant settings, ranging from fast-casual to fine dining. I am passionate about supporting the General Manager to make sure all operations run efficiently.

My expansive skill set includes hiring, training, and developing staff, as well as optimizing processes to maximize restaurant profitability. I possess strong customer service skills and am not afraid to jump on the restaurant floor to make someone happy.

I am experienced in managing both FOH and BOH operations. This includes proactively handling obstacles and solving issues that may arise. Detail-oriented and energetic by nature, I am a natural team leader who knows how to command a room.

Please find my resume attached for you to review. Thank you in advance for your consideration. I am extremely eager about the opportunity to work with you!

**TO WHOM IT MAY CONCERN**

August 25, 2023

**ASSISTANT MANAGER**