

Restaurant Manager Cover Letter Sample 1

Kathy McDoules

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988- 302 – 7752

Mr. Hank Weeps

Phoenix Flame: Fine Dining and Champagne Bar

47 West Estes Street, Charleston, South Carolina, 30654

Dear Mr. Weeps,

It is with great enthusiasm that I am writing to express my interest in the recently posted restaurant manager position you have at your fine establishment. As graduate of the College of Charleston, I hold a degree in Hospitality, with a focus on restaurant management. Additionally, I have completed an internship in restaurant management, which earned me the job at my current employer. I believe that you will soon discover that I am a perfect match for the position you have available.

Coming from my current place of employment, Red & Blue, I am well adept in handling myself in the world of fine dining. I have been the manager of this establishment for the past five years, and have honed my skills in professionalism, customer service, and providing a superior dining experience to all customers. My responsibilities include planning menus, overseeing stock levels, scheduling employees, recruiting and training staff, and ensuring compliance with licensing, hygiene, and health standards.

In terms of accomplishments, I am proud to say that I was able to move up the career ladder rather quickly. After my internship, I was given the position of head waitress, where I honed my skills in multi-tasking and became used to working in a fast paced environment. It was very soon that I was promoted to restaurant manager, and have since used my techniques in customer service to increase our guest return rate by over 30%.

You will find that my skills are ideal for this position as well. While I am good at following orders, I am a very self-motivated person, and have the ability to work independently, without supervision. My interpersonal skills are superior, and it is with my high energy and positive attitude that I am able to communicate with a wide range of people. I also possess great problem-solving skills, and am a well organized person. As a physically fit person, I am able to stay on my feet for long periods of time, stoop, and lift heavy objects.

I understand that the world of fine dining can vary from establishment to establishment, but I am confident in my ability to adapt quickly, and learn your rules and regulations. I believe that I would be a beneficial addition to your team, and I am eager to bring my unique skill set to your

restaurant. I look forward to discussing my candidacy with you further. Thank you for your time and consideration!

Sincerely,
Kathy McDoules