

FRED L. SANDERS

6792 Sequoia Street
Palatine, IL 60067
847.555.1212

fredlsanders@gmail.com

August 11, 20xx

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

Dear Ms. 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.

With over eight years in the hospitality industry my experience includes forecasting, implementing, monitoring and reporting budgets and payrolls. I have scheduled, trained and implemented 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 in person. Please contact me at your convenience if I can provide further information or answer any questions. Thank you for your time and consideration.

Sincerely,

Fred L. Sanders