

# Professional Cover Letter

✉ your.name@gmail.com

☎ (XXX) XXX-XXXX

📍 142 Your Address Blvd, City Name, CA XXXXX

Today's Date

Hiring Manager's Name

341 Company Address

Palo Alto, California 94301

(xxx) xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager's Name],

I'm writing to apply for the Restaurant Manager opening at MOD Sequel. I have more than five years of experience managing restaurants and bars, and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as Restaurant Manager for Bar Louie, I proved to be an efficient, enthusiastic, and strong leader. My value quickly became apparent to Bar Louie's shareholders after I single-handedly trained and prepared the entire waitstaff for opening night and beyond. Not only did our team meet sales goals each month for the first year, but the down payment for the property was even paid back after the first six months of operating.

MOD Sequel would benefit from my skills in the following areas:

- Eye for excellence and high level of standards
- Strong work ethic and leadership skills
- Positive attitude even under pressure

I believe MOD Sequel will be a great success for many years to come, and my extensive expertise will help ensure your establishment succeeds well into the future. My time spent in this industry has prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

It would be a privilege to discuss your Restaurant Manager position in more detail. I'm happy to come by whenever it's most convenient for you. Thank you for your time, and I'm looking forward to hearing from you.

Sincerely,

[Your Name]