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| **Wesley Lau** |  |  | Data Engineer Wesleylau.wcl@gmail.com  617.555.0123  victoria@example.com |
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| Contact 123 South St.  Manhattan, NY 98765 |  |  | Dear Recipient: I am excited to apply for the Restaurant Manager position at Larkspur West. As a seasoned restaurant professional with over 11+ years of experience in the industry, I am confident that I have the skills and expertise necessary to lead your team to success.  Throughout my career, I have gained extensive experience in all aspects of restaurant management, including staff supervision, inventory control, cost analysis, menu development, and customer service. I am a skilled communicator and leader, with a proven ability to motivate and inspire teams to achieve their goals. Additionally, I have a strong track record of maximizing profits through effective cost management and sales strategies, and I am committed to delivering exceptional dining experiences to every customer.  Thank you for considering my application. I look forward to discussing my qualifications with you further and learning more about the exciting opportunities available at Larkspur West. Sincerely, Victoria Burke |