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Lawrenceville GA, 30043

September 12, 2020  
Ian Draco, Owner of the Dragon Fire Grill  
1000 Chastain Road  
Kennesaw, GA 30144

Dear Ian Draco,

I am writing you to inquire about the opening for the assistant manager position.

I offer 3 years of experience in supervising positions and 4 years in customer sales. I have strong leadership skills, communication skills, sales skills, and customer support skills. You can find my career profile in the middle portion of my resume.

Thank you for taking the time in considering me for the assistant manager position or any other position available in your company. If you have any question please feel free to contact me.