

CLIENT E. NAME

5555 SE 4th Way-Nowhere, ST 54321

555-444-6666

name@guild.com

Date

Hiring Agent Name

Title

Company Name

Address

City/State/Zip Code

Dear _____:

I am currently seeking a challenging new career opportunity in a (INSERT TITLE OF TARGET POSITION) capacity and am submitting my resume for your review. In advance, thank you for your time and consideration.

As demonstrated, I offer extensive experience in steering multi-million dollar Food and Beverage, Restaurant and Back of House operations, with a comprehensive background spanning human resources, sales, customer service, purchasing, inventory/equipment control, and regulatory compliance through cost projections, budgeting and P&L. Over the course of my progressive career, I have built a track record of generating results across operational and financial performance; among my achievements, I have successfully:

- ✓ Positioned the Food and Beverage Department as 2014 *Department of the Year*
- ✓ Significantly reduced food costs to rapidly increase profits
- ✓ Led operations of 23 bars/lounges employing 400 staff and producing \$20M in annual sales
- ✓ Developed and implemented comprehensive operating manuals leading to enhanced performance across operations, sales and profits

As a staff member, you will find me to be a performance-driven leader and collaborative team player prepared to deliver immediate and long-range results and committed to supporting you in achieving and surpassing your goals. I am confident that I could be a valuable asset to your organization, and look forward to interviewing with you in the near future.

Sincerely,

Client E. Name