## Jessica Lang

Assistant Manager New York, NY 12345 example@youremail.com (123) 456-7890 <u>LinkedIn</u>

January 1, 2024

## CYNTHIA ROBERTS

Hiring Manager Bertucci's (987) 654-3210 cynthia@bertuccis.com

Dear Ms. Roberts,

I'm reaching out regarding the assistant manager opening with Bertucci's that I found on LinkedIn. In the past two years as an assistant store manager at Olive Garden, I successfully increased guest satisfaction scores by over 25% and reduced monthly food costs by 12%. My leadership experience within the restaurant industry will allow me to provide valuable contributions to your team.

Bertucci's reputation for excellence in service and quality draws me to apply for this position. During my time with Olive Garden, I've identified numerous opportunities to enhance the efficiency of restaurant operations. I am confident I can achieve similar success for your company based on my previous accomplishments:

- Managed 15 to 20 servers, cooks, and hosts per shift, conducted scheduling, and provided remedial training to enhance performance, resulting in a 25% increase in guest satisfaction scores
- Developed a collaborative work culture and team environment centered on inclusion and accountability, resulting in a 10% increase in staff retention
- Implemented new processes to reduce food waste, resulting in a 12% increase in monthly costs

I would like to schedule an interview to further discuss how my background within the restaurant industry can benefit your organization. You may contact me via phone or email for any additional questions. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

JESSICA LANG