

# SARAH TURNER

Restaurant Manager  
123 Address St., Provo,  
UT 84058  
sturner@youremail.com  
(123) 456-7890

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**Susan Andrews**  
Restaurant Owner  
Farm Fresh Bistro  
(987) 654-3210  
sandrews@farmfreshbistro.org

Dear Ms. Andrews,

In my current position as the assistant restaurant manager for the Sweet and Sour Cafe, I have had the opportunity to operate a busy dining establishment and build my leadership skills. For the past three years, I have been instrumental in growing the company brand and crafting an inviting experience for patrons.

As the Restaurant Manager, I believe that I could replicate this success for Fresh Farm Bistro. Some of my most notable past achievements include:

- Reducing staff turnover by 25%
- Developing an anti-harassment training course to ensure a safe work environment for all staff
- Creating a new appetizer menu that led to a 10% increase in sales

I am also interested in joining Farm Fresh's initiative to bring healthy foods to underserved communities. I am confident that my industry experience, friendliness, and commitment to providing superior customer service establishes me as the best candidate for this position. Please reach out to me at your earliest convenience.

Sincerely,

*(Insert Signature Here)*

**SARAH TURNER**

P.S. I'd love to tell you about the award-winning drink I created!