**Robert Smith**

**Food Service Manager**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing this letter to show my sincere interest in the role of Food Service Manager at your renowned dining space. My work experience of 3+ years in the food industry has grown my skilfulness in providing effective customer service and developing the ability to multitask.

Underlining a few of my essential responsibilities for your understanding:

* Recruit, guide, manage employees.
* Maintain food and beverage inventory along with required equipment.
* Monitor food preparation and presentation.
* Oversee kitchen/work areas hygiene and sanitation.
* Address and resolve customer concerns around food quality and service.
* Prepare a roster for the staff member and assign duties to them.
* Monitor payroll of the employees.

In addition to the above work duties, I have exceptional leadership skills to manage junior wait staff and impart proper training to the new hires. I am confident that I can bring a lot to the table given an opportunity.

Thank you for considering me as an appropriate candidate for the role of your Food Service Manager. I would like to request you to pay a glance at my enclosed resume in order to get an overview of my work history and qualifications required for the vacancy. I would truly appreciate a chance to have a further discussion about how my skills can propel the dining experience of your regular customers.

Best Regards,

[Your Name]

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