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| **Robert smith**  **Food Service Supervisor** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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 job application to recommend myself for the position of Food Service Supervisor available with your superb food facility. I have gained expertise in the customer-facing role during the course of my 2+ years of experience as a food service assistant in the ABC Coffee House.

Please go through the below list of my key role responsibilities to gauge my potential for the vacancy:

* Provide necessary training to food service employees.
* Note down staff attendance on a regular basis to prepare their monthly payment.
* Adhere to regulatory guidelines.
* Maintain proper temperature for food supply inventory to keep them fresh.
* Conduct quality assurance of the food packages.
* Inspect the kitchen, dish room area of the food facility.
* Ensure effective customer communication to address their concerns related to food.
* Review staff performance and maintain the progress report of every member.

Furthermore, I have a great cross collaborating nature to build a team-friendly environment across the junior staff strength.

Thank you for your time to go through my letter. My enclosed resume will serve detailed information on my job qualification that aligns with your requirements. A chance to have a one-on-one discussion at your convenience would be greatly appreciated.

Best Regards,

[Your Name]