**Robert Smith**

***Contact details***

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**Restaurant Assistant 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 you this letter about the job placement you have made for the Restaurant Assistant Manager role at your valued company. I am delighted to submit my resume herewith as my six-plus years of experience in the hospitality sector and passion for top-notch customer service fit the requirements you are looking for.

I am a driven and skilled professional with a Bachelor of Management from a reputable institution. At ABC Diner, I ensured that all food and beverage service requirements were adhered to. I am customer-focused and can make decisions quickly and efficiently while assigning responsibilities aptly. Giving customers a pleasurable dining experience is something I enjoy doing.

Highlights of my experience include –

* Exhibiting strong time management, interactions, and multitasking abilities to excel in fast-paced, consumer ecosystems.
* I received the highest customer rating during grievance resolution feedback.
* I was named best employee for team leadership thrice.
* Recognized by the Manager for assisting them in planning and meeting monthly labor and food price goals through effective shift scheduling and limited food waste.
* Respected by my crew for providing proper guidance, mentoring, and affection.

From hiring and training staff to make sure all safety and health regulations are followed, I have a demonstrated track record of successfully managing all facets of a restaurant. My extensive hands-on experience and compassion will make me an invaluable asset to your company.

My range of experience coupled with my ability to be an enthusiastic, compassionate professional would make a positive contribution to your institution. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

[Your Name]



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