

Jessica Lang

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Rachel Johnson

Old Town Bar

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Johnson:

I'm reaching out in regards to the bar manager position with Old Town Bar that I found on Indeed. As you can see from my resume, I have over 10 years of experience as both a bartender and bar manager at high-end restaurants. I'm confident my management background within the hospitality industry would be an asset to your establishment.

Old Town Bar is highly regarded for both its creative atmosphere and quality service. As a bar manager, I have a proven track record of driving operational improvements to enhance efficiency, reduce costs, and achieve guest satisfaction goals. I can help your team continue to excel based on career accomplishments:

- Managed operations for a restaurant and bar, provided customer service to up to 120 guests on a daily basis, mixed drinks based on customer specifications, and delivered a high-quality dining experience, which contributed to a 4.8-star Google rating
- Led a team of three bartenders and 10 servers, provided training on operational workflows, point-of-sale (POS) systems, sanitation protocols, and service standards
- Conducted inventory forecasting and implemented new processes to reduce waste by 8%

I look forward to speaking with you further regarding how my leadership capabilities can drive guest satisfaction and operational efficiency at your establishment. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Jessica Lang