

# Meera Patel

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

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Ms. Rachel Johnson  
Capital Grille  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Johnson,

I'm reaching out to apply for the assistant restaurant manager position that I found on LinkedIn. As a server with over 10 years of experience in fine dining, I've trained and developed over 50 servers in a variety of upscale restaurant environments. I believe leadership capabilities would be an asset to your team in a management position.

Capital Grille's long-standing reputation as a staple of the Los Angeles restaurant scene is what draws me to apply for this opportunity. I have a strong passion for the fine dining industry, and I am confident I can help your restaurant continue to deliver impeccable service based on my career achievements:

- Delivered exceptional service in upscale establishments such as Gordon Ramsay's Restaurant, Bottega Louie, and Drago Centro, upsold specialty cocktails and entrees, and successfully generated over \$120,000 in annual sales
- Educated guests on the quality of dry-age steak entrees and food ingredients and recommended entrees based on preferences and dietary needs
- Trained, developed, and mentored over 50 servers in upscale restaurant environments, which contributed to a 10% to 20% increase in guest satisfaction metrics

I would like to schedule an interview to provide more insights into how my fine dining experience and leadership skills could benefit your establishment. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Meera Patel