

# Meera Patel

example@myemail.com | (098) 765-4321  
456 My Street, San Diego, CA 76543

**Cynthia Roberts**

**Boston Oyster Tavern**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

[month, day, year]

Dear Ms. Roberts:

During my time as the restaurant manager of Centennial Seafood, I managed all aspects of daily operations for a premiere fine dining establishment with over 45 staff. I also identified opportunities to reduce food costs and waste through enhanced forecasting, which saved over \$35,000 per year. I can generate similar results for your restaurant in the manager role.

Boston Oyster Tavern is regarded as one of the finest seafood restaurants in the city, with a reputation for its exceptional atmosphere and service. I can help your establishment continue to grow its brand recognition based on my previous achievements:

- Oversaw all aspects of operations for an upscale seafood restaurant, managed \$2 million in profit and loss (P&L), and led a team of 45 servers, hostesses, and culinary staff
- Implemented new forecasting protocols to reduce waste, which saved \$35,000 annually
- Conducted negotiations with vendors to secure optimal pricing for food products and ingredients, which reduced costs by 15%

I would like to schedule an interview to provide more insights into how my management experience in fine dining would be an asset to your establishment. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Meera Patel