

John Smith

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[October 20, 2021]

Jane Olson
Hiring Manager
ABC Corporation
1301 East Main Street
Carbondale, IL 62901

Dear Jane:

I'm writing to express my interest in the Restaurant Manager position available at your company at this time.

I have more than 10 years of experience in the Restaurant industry including: Line Cook, Waiter, Dishwasher and Assistant Restaurant Manager. I have the skills and experience from all these positions to promote to Restaurant Manager on an operational level.

After you read the enclosed Resume, I am confident that you will agree that I am a good fit for this position. I am available anytime for a job interview. Please refer to my contact information above. I look forward to hearing from you in the near future. Thank you for your time and consideration.

Sincerely,

John Smith