

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Restaurant Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Restaurant Manager position at Acme Corporation, as advertised on your careers page. With a passion for the hospitality industry and a strong foundation in restaurant operations, I am eager to contribute to your team and help elevate the customer experience at your establishment.

During my time as a shift supervisor at Gourmet Bistro, I successfully implemented a new inventory management system that reduced food waste by 15%. This not only improved our cost efficiency but also allowed us to enhance the freshness of our ingredients. Furthermore, I played a key role in training new employees, where I developed an onboarding program that decreased the training time by 20% while maintaining high standards of service quality. My hands-on experience in staff management and my ability to foster a collaborative team environment have prepared me well for the challenges of a Restaurant Manager role.

I am particularly drawn to Acme Corporation's commitment to community involvement and sustainability. I admire your initiatives aimed at reducing the environmental impact of restaurant operations, and I am eager to bring my proactive approach to team leadership and customer service to further your mission. I would love the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail and exploring how I can contribute to the continued success of Acme Corporation.

Sincerely,

Jordan Taylor