

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Relocation Restaurant Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Restaurant Manager position at Acme Corporation, which I discovered on your careers page. With over eight years of experience in the restaurant industry, I am excited about the prospect of bringing my skills in operational management and team development to your esteemed organization as you expand to new locations.

In my previous role as a Restaurant Manager at Gourmet Delights, I successfully led a team of 50 staff members while overseeing a \$3 million annual revenue operation. I implemented a new training program that increased employee retention by 30% and improved overall customer satisfaction scores by 25% during my tenure. Additionally, I spearheaded a relocation project for one of our major branches, ensuring a seamless transition with minimal disruption to service and achieving a 15% increase in sales within the first quarter post-relocation. My ability to adapt to new environments and address challenges proactively has been a key factor in my success.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to excellence in service and innovation in the dining experience. I believe my proven track record in managing high-volume establishments and my passion for developing strong teams align well with your goals for expansion. I am eager to bring my expertise in operational efficiency and strategic planning to ensure the successful launch and ongoing success of your new locations.

I would love the opportunity to discuss how my background, skills, and enthusiasm can contribute to the continued success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Thompson