

**RICHARD WHELAN**  
RESTAURANT MANAGER

**Phone:**  
555-720-1124

**Email:**  
r.whelan@forhire.com

February 6, 2021

Dear  
Restaurant Manager (Reference #902-BR)

Once upon a time, a world-famous chef dined in a restaurant that I managed. We were all on tenterhooks as we awaited his verdict. I was thrilled when he praised the food - and my service.

Over the past 15 years I've worked my way up from dishwasher to managing establishments as varied as steakhouses, fine dining, and pop ups. Each and every experience drummed into me the vital importance of the 3 Qs: Quality Food, Quality Service, Quality People. In my current role as Restaurant Manager at upscale Italian ristorante Ciao Papa, I draw upon the 3 Qs while leading 12 staff in delivering flawless service and ensuring that front and back of house interact harmoniously.

I excel in all aspects of managing a food establishment, from recruiting and training staff, optimizing back and front of house operations, overseeing inventory, ensuring strict compliance with food and beverage regulations, and monitoring costs. I believe in leading with a cheerful attitude, trusting people to do their jobs without micromanagement, and role modelling superior performance.

In addition to my restaurant leadership and people management experience, I hold an Associate degree in Restaurant Management as well as ServSafe and Food Safety Manager certifications. I'm resourceful, commercially aware, communicative, and possess excellent problem-solving skills.

I would love the opportunity to discuss this position with you further. To that end, please find attached my résumé for your consideration.

Yours faithfully,  
Richard Whelan