

Ellen Franklin



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Paula Spencer
Human Resources Consultant
Hyatt Regency
444 - 44th Ave SE
Portland, OR 44444

Dear Ms. Spencer:

Please accept my resume for the Food Service Manger position with the Hyatt Regency. In my 13 years of combined management and supervisory food service experience, I've directed and managed large-scale food service operations at upscale restaurants, experience that I believe would be an asset to your organization.

My career objective is to pursue food service management at the Hyatt Regency, utilizing my extensive supervisory and management experience that I gained while at Chandler's Restaurant.

I've devoted my career to food service and was successfully promoted to supervisory and management positions at the Chandler's in 1993. During my tenure at Chandler's, I made significant contributions as a restaurant manager and kitchen supervisor. I supervised and managed the preparation and service of over 1,200 meals per day with a guest count of approximately 1,600 per day. I was responsible for managing the annual food service budget and forecasting food and staffing requirements for Chandler's food service operations. I also performed human resources management including hiring and firing staff, establishing staff compensation, scheduling staff, and administering comprehensive staff training. These experiences honed my food service and staff management skills and acumen.

I am confident that my strong supervisory and management skills and large-scale food service operations experience would be of immediate value to the Hyatt Regency. I would like to meet with you to discuss in more detail how my skills could further your company's goal of providing world-class food service programs in an upscale hotel environment.

Sincerely,

Ellen Franklin