

# Jamie M. Williams

## Restaurant Manager

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January 1, 2021

Brenda Bixby  
Owner  
Café Tarente  
101 Main Street  
South Bend, Indiana 46601  
Via Online Submission

Dear Ms. Bixby:

As soon as I learned of the opening for Restaurant Manager at Café Tarente, I knew I had to submit my application right away. My seven years of restaurant experience, including one year as Manager and two years as Assistant Manager overseeing both F.O.H. and B.O.H. operations, make me the perfect fit for this position. And, as a longtime fan of Café Tarente (I loved the recent addition of “Family-Style” meals to your menu!), this would be my dream job. Let me explain...

I started my career in the hospitality field as a hostess at the Waffle Saloon—a small, 24-table, family-owned restaurant. It was just a way for me to make a little extra pocket money during high school, however, I discovered a passion for helping customers feel at home while enjoying their favorite comfort foods. It was like being one of the family and welcoming everyone to our breakfast table!

Inspired by my passion for restaurant hospitality, I left that job to earn my Associate of Arts degree in Culinary Arts and Restaurant Management from the Pennsylvania Culinary Institute. When I returned to Indiana, I became the Assistant Manager, then Manager, at the historic Red Rock Inn. While I have thoroughly enjoyed my time there, I miss the warm, intimate atmosphere of a small eatery. So, I was thrilled to learn you were looking for a Manager at Café Tarente where I've dined many times.

With my seven years of experience, culinary and restaurant management education, ServSafe certification, Indiana state bartending permit and extensive knowledge of restaurant management platforms, I feel I could hit the ground running and start making a positive impact at Café Tarente right away.

If you agree and would like to learn more about me, I'd welcome the opportunity to meet for an interview. You can reach me at 574-555-1234 or by emailing me at [JamieMWilliams@gmail.com](mailto:JamieMWilliams@gmail.com).

Thank you for your time. I look forward to hearing from you.

Sincerely,  
Jamie M. Williams