

Ellen Franklin ♦ PO Box 88888 ♦ Phone: (444) 444-4444
Portland, OR 33333 ♦ E-mail: EFranklin@isp.com

August 19, 2014

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

Dear Ms. Spencer:

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

I've devoted my career to food service and was successfully promoted to supervisory and management positions at the Chandler's Restaurant 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 of \$750,000 and forecasting food and staffing requirements for Chandler's food service operations. I also performed human resources management including supervising over 40 employees, 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 I could make an important contribution to your company given my extensive supervisory and management experience in an upscale hotel environment. My career objective is to pursue food service management at the Hyatt Regency to further the company's goal of providing world-class food service to the guests and visitors of the Hyatt. Please contact me at (444) 444-4444 or efranklin@isp.com to schedule an interview or answer any questions you may have.

Sincerely,

Ellen Franklin