

# [Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile]  
[City, State, Zip Code]

---

[Date]

[Hiring Manager Name]  
[Title]  
[Restaurant or Hospitality Group Name]  
[Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Executive General Manager position at [Restaurant Name], as advertised on [Platform]. With over [Number] years of leadership experience in high-volume, premium dining environments, I have a proven track record of driving operational excellence, maximizing P&L performance, and elevating the guest experience.

In my most recent role as General Manager at [Current/Previous Company], I successfully managed a team of [Number] staff members and oversaw an annual revenue of \$[Amount]. During my tenure, I implemented [Specific Strategy or System], which resulted in a [Percentage]% increase in beverage sales and a [Percentage]% reduction in labor costs. I am deeply committed to cultivating a culture of hospitality and professional development among my staff to ensure consistent service standards.

My expertise includes strategic financial planning, vendor negotiations, and rigorous adherence to health and safety regulations. I am particularly drawn to [Restaurant Name] because of your reputation for [mention a specific brand value, e.g., farm-to-table excellence or innovative mixology]. I am confident that my background in [Specific Skill, e.g., luxury fine dining or multi-unit management] aligns perfectly with the goals of your executive team.

I look forward to the opportunity to discuss how my leadership style and operational expertise can contribute to the continued success and growth of [Restaurant Name]. Thank you for your time and consideration.

Sincerely,

**[Your Name]**