

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., General Manager or HR Director]

[Company/Hotel/Resort Name]

[Company Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

Re: [Job Title] Application

I am writing to express my formal interest in the Food and Beverage Director position at [Company Name], as advertised on [Platform where you found the job]. With over [Number] years of experience in high-volume hospitality management and a proven track record of optimizing operational efficiency, I am confident in my ability to elevate your establishment's culinary standards and profitability.

In my most recent role as [Current/Previous Job Title] at [Previous Company], I successfully managed a team of [Number] staff members and oversaw an annual budget of \$[Amount]. My key achievements include [mention a specific metric, e.g., reducing COGS by 15%, increasing beverage revenue by 20%, or achieving a 95% guest satisfaction rating]. I specialize in menu engineering, labor cost control, and maintaining rigorous health and safety compliance while fostering a culture of exceptional guest service.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific aspect of the company, e.g., farm-to-table excellence or luxury service standards]. I am eager to bring my expertise in vendor negotiations, staff training, and strategic planning to your leadership team to ensure the continued success of your food and beverage operations.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in strategic hospitality leadership can benefit [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]