

Dear Mr. Suarez,

Thank you for taking the time to speak with me on the phone today about the open position for Restaurant Manager at Norte.

With 10 years of experience in the restaurant industry, I understand that a restaurant's success depends just as much upon its management as it is upon talented chefs, immaculate service, and unparalleled recipes. Norte's overwhelmingly positive reviews can definitely be attributed to your demand for perfection in every aspect of its operation.

Something you said in the interview really struck me: "If even the smallest cog isn't turning smoothly, performance suffers." It's something I believe as well, and this attitude is precisely what attracts me to this establishment. Personal responsibility in every employee is vital.

Thank you again for speaking with me, and please let me know if there's any other information I can provide to help with the interview process.

Sincerely,

Ben F. Coppola  
1215 Ringold Street  
Brooklyn, NY 11201  
(719) 555-0198