

JANE SMITH

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Carlos Dingo
Woodenheads Gourmet Pizza
192 Ontario Street,
Kingston, ON, E9H 1K3

Dear Mr. Dingo:

As a recent graduate from the Culinary Skills program and a current student in the Culinary Management diploma program at Loyalist College I have acquired the proper training and food handling techniques to be an exceptional asset to Woodenheads in the position of Gourmet Chef as advertised in the Kingston Times.

Working in Loyalists' restaurant Club 213, I had the opportunity to prepare food for customers, serve clients and take orders as well. This experience has given me an insight to the front of house operations and a chance to work with customers one on one to make sure we achieve the highest level of satisfaction. In addition, while working in the kitchen I enhanced my food presentation skills and I worked in a timely manner to prepare multiple dishes at one time. As a second year culinary student at Loyalist I also worked with and mentored the first year students to help them grow.

I would greatly appreciate the opportunity to meet with you so we can discuss my qualifications and interests further. I am available at your convenience and can be reached by phone at 613-969-8987. I feel that I have much to offer Woodenheads and look forward to the opportunity to work for you and your company.

Sincerely,

Jane Smith

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SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS COVER LETTER ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLANCE TO REAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL