Jane Applicant

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August 4, 2020

Emelia Rodriguez

Director, Human Resources

XYZ Hospital

123 Business Rd.

Business City, NY 54321

Dear Mrs. Rodriguez,

I am applying for the job of cook at XYZ Hospital. You specify that you are looking for someone with cooking experience and customer service skills. My skills and experience make me an ideal candidate for the position.

I have been working in the culinary industry for seven years. For the past three years, I have served as a short-order cook at XYZ Diner. I am therefore comfortable preparing meals quickly and efficiently - a necessary skill in a busy hospital cafeteria. I have also served in other capacities in restaurants; I began as a dishwasher, and then spent three years as a line cook at XYZ fast food restaurant. I would be comfortable performing a variety of tasks in the cafeteria.

You state that applicants should have strong customer service skills. As a short-order cook, I constantly interact with customers; I serve customers seated at the bar and know how to maintain a positive report with customers. In fact, I received the award for "Employee of the Month" four times at XYZ Diner, due in large part to my customer service skills.

I am confident that my experience and skills will make me a valuable member of the XYZ Hospital culinary team. I have enclosed my resume and will call within the week to see if we might arrange a time to speak together. Thank you so much for your time and consideration.

Sincerely,

Jane Applicant (signature hard copy letter)

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