

Jane Applicant

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September 1, 2018

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 Springfield 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 Joe's 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 McKing 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 Joe's 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 Springfield 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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