

# John Jones

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Jane Smith

Jane's Cuban Restaurant

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Chef Smith,

Two of my personally developed recipes were put on the permanent menu at Jack's Bistro, the restaurant I interned at as a line cook during my two-year Introduction to Culinary Arts Careers half-day program partnership with Miami High School. I believe that my innate ability to use locally sourced ingredients to create new, innovative dishes with Cuban flair helped me earn this recognition as a student kitchen worker. I hope to bring this passionate originality to Jane's Cuban Restaurant as a line cook.

Your establishment's inclusion in Miami's Top Ten Cuban Restaurants list for the last five years running makes it my top choice to begin my post-high school culinary career. Armed with my associate degree in culinary science, I can now:

- Maintain exceptional quality standards in food storage, preparation, and presentation
- Prepare your existing dishes to perfection using precision in recipe duplication
- Create new, exciting Cuban-inspired menu items and specials

I look forward to speaking with you in person about your full-time line cook position. Please contact me with your preferred meeting time.

Regards,

John Jones

P.S. I can't wait to show you my Excellence in Culinary Arts Careers award!