<Insert Date Here>

Mr. Raul Ramos

Personnel Director

Juniper Culinary Academy

202 Park Boulevard

Juniper, NV 89268

Dear Mr. Ramos:

I am responding to the junior culinary instructor position that you recently advertised in the *Juniper Daily Herald*. As indicated on the enlosed resume, I have the credentials you are seeking and believe I can be a valuable asset to Juniper Culinary Academy.

I recently received my bachelor's degree in culinary arts from Nevada Culinary Institue. The following table outlines my areas of concentration:

In addition to my coursework, I have the following culinary experience:

Assist with food preparation at my family's local pasty, bread, and bakery business

Prepare food and serve meals at Hope Mission

Assisted the chef with meal preparation and presentation during internship at The Garden Grill

Prepared salads, soups, sandwiches, entrees and desserts while working at the school cafeteria

I will call you next you next week to see if we can st up a time to discuss my career opportunities at Juniper Culinary Academy. If you would like to speak to be before then, plase call me at 420-555-2939.

Sincerely,

<Your Name Here>

Enclosure