

FOUNDATIONS

OF RESTAURANT MANAGEMENT & CULINARY ARTS

SECOND EDITION



Keep the letter brief and to the point. Try to grab the attention of your reader and keep the reader's interest. Think about what your potential employer may want or need in a new employee, and say how you can help to meet those needs. Consider what you can offer the employer rather than what you hope to get from the job.

Chef Jessica Kane
Any Town Bistro
222 Culinary Drive
Any Town, Any State Any Zip Code

June 10, 2018

Dear Chef Kane,

As a student concentrating in the culinary arts and hospitality management program, my dream is to become a chef. I have completed the first year of my culinary training with honors, and I hope to make my skills, eagerness to learn, and enthusiasm useful to you as an apprentice cook in your kitchen.

The ProStart program gave me the opportunity to earn the ServSafe Food Handler and Manager certificates. I have experience with knife skills, workplace safety, foodservice equipment and tools, standardized recipes, and *mise en place* preparations, and knowledge of cooking practices and techniques. Having learned the importance of teamwork and working with a sense of urgency, I am eager to continue my culinary education in such a respected kitchen and restaurant.

I understand that it will take a lot of time, effort, and practice to one day become a chef. An apprentice should expect to start from the bottom and work upwards, and I am fully committed to that arrangement. I understand that means doing whatever is necessary or needed in a busy kitchen that would support the team, from washing dishes to taking out the trash, and anything in between.

Thank you for your time, and I look forward to speaking with you soon.

Sincerely,

Miles Cooper
411 Superman Way
Any Town, Any State Any Zip Code
333-555-1212
miles.cooper@professionalemail.com



Address the letter to the person who makes hiring decisions at the establishment, like the chef or the manager.



The opening paragraph should say why you are writing. Make sure to include a statement of your objective, which is basically a nice way of asking for what you want.



Briefly state in one or two paragraphs what you can do for the potential employer. Take a look at your textbook, and consider all of the things you have already learned! This is a basic overview of the type of knowledge or abilities you have developed in the program and how you can put them to work to benefit the reader/potential employer.



Remember, being willing and open to doing the "dirty work" is a key part of becoming a chef. This is another item you can offer to the employer.



End your letter with a call to action. Refer to a future contact or action that you will take or are asking the reader to consider. In this example, the action is an implied conversation in the near future.



Check and double-check your work. Proofread it and use the spell check and grammar check functions of your word processor. Ask a friend or family member to review it as well.



If you are sending a hard copy, be sure to sign your letter.



Include your contact information in case your letter and résumé become separated.