

# 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.

Any Town Bistro  
222 Culinary Drive  
Any Town, Any State Any Zip Code

March 3, 2018



Address the letter to the person who makes hiring decisions at the establishment, like the chef or the manager, when known. (Do your research.)

To Whom It May Concern,



If you are not able to find out who the hiring person is, you may use this salutation or "Dir Sir or Madam."

Having recently graduated with honors from Any Town High School with a concentration in culinary arts and hospitality management, I am committed to developing the skills and experience it takes to become a leader and manager in the foodservice and hospitality industry. Your establishment has an excellent reputation, and I am seeking the opportunity to join the team at Any Town Bistro.



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.

The two-year ProStart culinary arts and hospitality management program provided me with the opportunity to earn a ProStart National Certificate of Achievement and ServSafe Manager certification, and develop a real passion for the industry. My experience in the culinary program taught me the importance of working with a sense of urgency and applying the philosophy of *mise en place* to all that I encounter. The program also inspired me to provide excellent customer service at every turn, to believe in the power of a positive attitude, and that good manners are as mandatory as breathing.



Briefly state in one or two paragraphs what you can do for the potential employer. 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.

I am keen on continuing my education formally and on-the-job, and I would consider it an honor to do so with the accomplished team at the Any Town Bistro. Will you call me to arrange an interview, so we can discuss how I might contribute to your team? I look forward to discussing my passion for hospitality with you, and I thank you for your consideration.



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 a request for an interview.

Sincerely,



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

Hayden Harper  
411 Superwoman Way  
Any Town, Any State Any Zip Code  
444-555-1212



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

harper.hayden@professionalemail.com



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.