

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Apprentice chef cover letter.

Respected Sir/Madam

With great enthusiasm, I am writing this letter in response to the advertisement which was posted by your company a few days ago about hiring candidates for the post of apprentice chef. According to your requirements I consider myself suitable for this job.

I have a degree which I got from [mention the name of the institution] in the year of [mention the year]. Recently I got placed at [mention the name of the company] where I worked as a [mention the name of the po] which is similar to the apprentice chef.

This is why I know all the responsibilities of an apprentice chef which includes monitoring and recording the temperature of the fridge and freezer, to ensure that working areas are neat and clean, to ensure that all foods are served under proper temperature and many such things.

I have several skills which include basic knowledge of food, excellent customer service, ability to work in a team and many more. I am confident that I will be able to do my job properly.

I have attached my CV and other necessary documents with this letter. Hope you will contact me soon regarding the acceptance of me as an apprentice chef. Thank you for taking time from your busy schedule.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]