

Jessie B. Fairbanks
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(718) 555-1212

December 9, 2009

Maxwell Jones
HR Director
ABC Hotel
New York, NY 11111

Dear Mr. Jones:

In regard to the open cook position you have posted on Monster, I am very interested in the opportunity. Perhaps after reading this letter and enclosed resume, you will agree we have a mutually beneficial reason to meet. My credentials include:

- 12+ years of cooking experience in a hotel setting.
- A track record of increasing clientele by preparing top-quality meals and maintaining high standards of excellence.
- Respected leadership skills with experience training and motivating kitchen staff to work together as a team.
- Expertise in menu planning and food/supplies ordering.
- An uncompromising emphasis on quality, sanitation, waste reduction and cost savings.

ABC Hotel's mission and commitment to serving customers and the community is one that I share wholeheartedly. As a cook for Action Resort, I maintained an excellent performance record (using only two sick days throughout my 12-year tenure with the company) and earned a reputation for dedication, teamwork and a roll-up-your-sleeves work ethic.

The cook position sounds like an outstanding opportunity, and I would welcome the chance for an interview to discuss your needs and outline my strengths in person. You may reach me at (718) 555-5555. Thank you for your time and consideration of my resume, and I look forward to speaking with you.

Sincerely,

Jessie B. Fairbanks

Enc: Resume