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https://www.100test.com/kao_ti2020/267/2021_2022__E8_8B_B1_E6_96_87_E6_B1_82_E8_c96_267865.htm Jessie B. Fairbanks 15

Oakwood Drive / Rego Park, NY 11374 / 718-123-4567
September 25, 2004
Maxwell Jones
HR Director
ABC Hotel
New York, NY 12222

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 718-555-1212. Thank you for your time and consideration of my resume, and I

look forward to speaking with you. Sincerely, Jessie B. Fairbanks
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