

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Executive Chef

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Executive Chef position at Acme Corporation, as advertised on CulinaryJobs.com. With a strong foundation in culinary arts and a passion for innovative cuisine, I believe I am well-equipped to contribute to your team and help elevate your culinary offerings.

During my time at Culinary Institute of America, I completed a rigorous internship at The Gourmet Kitchen, where I successfully assisted in the development of seasonal menus that highlighted local ingredients. My role involved collaborating with the head chef to create visually stunning and delicious dishes, resulting in a 15% increase in customer satisfaction ratings during my tenure. Additionally, I implemented a new inventory management system that reduced food waste by 20%, demonstrating my ability to blend creativity with operational efficiency.

Moreover, I have developed a keen understanding of kitchen operations through my previous experience as a sous chef at Urban Eats, where I led a team of five in preparing high-volume meals for events. This role not only honed my leadership skills but also taught me the importance of maintaining a positive kitchen culture, which I believe is crucial for achieving culinary excellence. I am excited about the opportunity to bring my unique skill set to Acme Corporation and contribute to a vibrant culinary team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed establishment.

Sincerely,

Jordan Thompson