

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Food Runner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Food Runner position at Acme Corporation, as advertised on your careers page. With a passion for the culinary arts and a strong commitment to providing exceptional service, I am eager to contribute to your team's success and enhance the dining experience for your guests.

During my recent internship at a bustling local restaurant, I honed my skills in food service and customer relations. I successfully assisted the waitstaff by ensuring timely delivery of orders, which resulted in a 20% increase in customer satisfaction ratings based on feedback surveys. Additionally, I took the initiative to streamline the communication between the kitchen and front of house, reducing wait times for guests during peak hours. My attention to detail and dedication to maintaining a clean and organized work environment helped to support a smooth and efficient operation.

I am particularly drawn to Acme Corporation's commitment to quality and innovation in the dining experience, and I am excited about the prospect of being part of a team that shares my values. I am confident that my proactive approach and ability to work in fast-paced settings will make me a valuable asset as a Food Runner. I look forward to the possibility of discussing how I can contribute to your team and help maintain the high standards that Acme Corporation is known for.

Thank you for considering my application. I am eager to discuss my qualifications further and explore how I can support your team in delivering outstanding service to your guests.

Sincerely,

Jordan Taylor