

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Prep Cook

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Prep Cook position at Acme Corporation, which I discovered on your careers page. With a strong passion for culinary arts and a commitment to delivering high-quality food preparation, I am excited about the opportunity to contribute to your team and help elevate the dining experience for your customers.

During my time at Culinary Institute of America, I gained hands-on experience in various kitchen environments, including a busy cafe where I honed my skills in food preparation and presentation. I successfully helped manage inventory and maintain kitchen cleanliness, reducing waste by 15% through efficient prep and organization. Additionally, I collaborated with my peers to develop weekly specials, where my initiative in experimenting with seasonal ingredients received positive feedback from our patrons and increased weekday traffic by 20%.

In addition to my culinary training, I completed an internship at a local restaurant where I assisted the head chef in preparing ingredients for service. This experience taught me the importance of teamwork and communication in a fast-paced environment, as well as the need for precision and attention to detail while following recipes and cooking techniques. I am excited about the prospect of bringing my strong work ethic and eagerness to learn to Acme Corporation, where I hope to contribute to your kitchen's success.

I would love the opportunity to further discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of joining Acme Corporation and contributing to your commitment to excellence.

Sincerely,

Jordan Lee Thompson