

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Food Runner

Dear Hiring Manager,

I am excited to apply for the Food Runner position at Acme Corporation as advertised on your careers page. With a passion for providing exceptional service and a keen interest in the culinary arts, I believe I would be a valuable addition to your team. I have long admired Acme Corporation's commitment to quality and innovation in the dining experience, and I am eager to contribute to that mission.

In my previous role at Gourmet Bistro, I successfully managed food delivery to tables in a fast-paced environment, ensuring that orders were accurate and timely. During my tenure, I was recognized for my ability to maintain composure during peak hours, allowing the kitchen to operate smoothly and efficiently. This experience taught me the importance of teamwork and effective communication, as I collaborated closely with servers and chefs to deliver an outstanding dining experience. Additionally, I initiated a protocol to double-check orders before delivery, which led to a 20% reduction in order errors over three months, enhancing customer satisfaction significantly.

I am particularly drawn to the vibrant atmosphere at Acme Corporation and the opportunity to work with a diverse team dedicated to excellence. I am eager to bring my strong work ethic and dedication to quality service to your establishment. I would love the chance to discuss how my background and skills can contribute to the success of your restaurant. Thank you for considering my application.

Sincerely,

Jordan Mitchell