

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Internship Food Runner

Dear Hiring Manager,

I am excited to apply for the Internship Food Runner position at Acme Corporation, which I found listed on your company website. As a current culinary student with a passion for the food service industry, I am eager to bring my skills and enthusiasm to your team, contributing to the exceptional dining experience that Acme Corporation is known for.

During my previous role as a server assistant at The Greenhouse Bistro, I successfully collaborated with kitchen staff to maintain a smooth workflow during busy service periods. I played a key role in ensuring that dishes were delivered promptly and accurately to guests, which contributed to a 15% increase in positive customer feedback during my tenure. Additionally, I have honed my ability to communicate effectively with both kitchen and front-of-house teams, ensuring that any special requests or dietary restrictions were managed seamlessly.

Furthermore, I undertook a project in my culinary program where I organized a community event that served over 200 guests. This experience not only taught me the importance of organization and time management but also reinforced my commitment to maintaining high standards of food safety and quality. I believe these experiences have equipped me with the skills necessary to thrive as an Internship Food Runner at Acme Corporation.

I am eager to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to contribute to Acme Corporation and learn from your talented staff.

Sincerely,

Jordan Thompson