

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Prep Cook

Dear Hiring Manager,

I am excited to apply for the Internship Prep Cook position at Acme Corporation, which I discovered through my culinary school's job board. With a passion for food and a commitment to excellence in the kitchen, I am eager to contribute to your team and learn from your innovative culinary practices.

During my time at Culinary Arts Institute, I honed my skills in food preparation and gained hands-on experience in a fast-paced kitchen environment. I completed a rigorous program where I was recognized for my ability to efficiently prepare ingredients for various dishes, ensuring quality and consistency. One of my key achievements was assisting in the preparation of meals for a local charity event, where I helped produce over 200 plates, collaborating closely with my classmates to maintain high standards of food safety and presentation.

In addition to my formal training, I have worked part-time at a local café where I was responsible for managing inventory and prepping ingredients daily. This role taught me the importance of organization and time management in a busy kitchen. I successfully reduced food waste by 15% through careful planning and efficient prep strategies, showcasing my dedication to both sustainability and culinary excellence.

I am truly excited about the opportunity to further develop my skills at Acme Corporation and contribute to your team. I believe that my dedication to quality and my proactive approach to learning will make me a valuable asset. Thank you for considering my application; I look forward to the possibility of discussing how I can contribute to your esteemed kitchen.

Sincerely,

Jordan A. Smith