

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Prep Cook

Dear Hiring Manager,

I am excited to apply for the Prep Cook position at Acme Corporation, as advertised on your careers page. With a passion for culinary arts and a commitment to delivering high-quality meals, I believe my skills make me a perfect fit for your dynamic team. I am particularly drawn to Acme's commitment to using fresh, locally-sourced ingredients, which aligns with my own values and experiences in the kitchen.

In my previous role at Chef's Kitchen, I was responsible for preparing ingredients for a high-volume service, where I successfully increased the efficiency of our prep process by 25% through better organization and mise en place techniques. My attention to detail allowed me to maintain high standards in food safety and sanitation, which contributed to achieving a 5-star health inspection rating for the restaurant. Additionally, I collaborated closely with chefs to refine menu items, which led to the introduction of seasonal dishes that not only enhanced customer satisfaction but also increased our repeat business by 30% over the summer months.

I am eager to bring my experience in food preparation and my passion for cooking to Acme Corporation. I would love the opportunity to discuss how my background, skills, and enthusiasm can contribute to your kitchen team and help elevate the dining experience you offer. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Mitchell