

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Food Runner

Dear Hiring Manager,

I am excited to apply for the Promotion Food Runner position at Acme Corporation, which I discovered on your careers page. With a passion for delivering exceptional dining experiences and a strong background in food service, I believe I am well-suited for this role and eager to contribute to your team's success.

In my previous role as a Food Runner at Gourmet Bistro, I consistently exceeded service expectations by ensuring timely and accurate food delivery. I implemented a new tracking system that reduced delivery times by 20%, which significantly enhanced customer satisfaction. Additionally, I was recognized as Employee of the Month for my commitment to teamwork and efficiency, often collaborating closely with kitchen staff and servers to streamline operations.

Furthermore, during a recent promotional event for a new menu launch, I played a pivotal role in executing the food service logistics. My proactive approach allowed us to serve over 200 guests seamlessly, leading to a 30% increase in sales that evening. These experiences have equipped me with the skills necessary to excel as a Promotion Food Runner at Acme Corporation, where delivering quality service is paramount.

I am eager to discuss how my background and achievements align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further about how I can contribute to your dynamic team.

Sincerely,

Jordan Mitchell