

Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Promotion Prep Cook

Dear Hiring Manager,

I am excited to apply for the Promotion Prep Cook position at Acme Corporation, as advertised on your careers page. With a passion for culinary arts and a strong commitment to excellence, I believe my experience aligns perfectly with the requirements of this role. I have long admired Acme Corporation's dedication to quality and innovation in food preparation, and I am eager to contribute to your team.

In my previous role as a Line Cook at Gourmet Bistro, I successfully streamlined the prep process for multiple dishes, reducing the average preparation time by 20%. This achievement not only improved the efficiency of our kitchen but also enhanced our service delivery, allowing for a smoother dining experience for our guests. Additionally, I took the initiative to implement a new inventory system that helped minimize food waste by 15% over six months, demonstrating my ability to contribute to cost control and sustainability efforts in the kitchen.

Furthermore, during my time at Culinary Arts Academy, I led a team project where we created a seasonal menu that was not only well-received by patrons but also earned us a feature in a local food magazine. This experience honed my skills in collaboration and menu development, both of which are crucial for the Promotion Prep Cook role. I am confident that my proactive approach and culinary knowledge will make a positive impact at Acme Corporation.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application for the Promotion Prep Cook position. I am eager to bring my culinary expertise to Acme Corporation and contribute to our shared success.

Sincerely,

Jordan Avery Smith