

Jonathan Hippos
555 Faketown Rd.
Faketown, TX 55555

February 29, 2014

Ellen Higganbotham
Admissions Manager
Blue Ribbon Culinary Institute
556 Faketown Rd.
Faketown, TX 5555

Dear Ms. Higganbotham,

Please accept this email and the attached resume as my application for the high school recruiter/inside admissions representative position. I heard about the job through a BRCI alumni email. As my resume shows, I have a strong history of superior customer relations, working well with peers and teenagers, and using computer software.

All of my work experience involves working closely with colleagues and customers to ensure satisfaction. At my current job, I serve expectant mothers and their families in a hospital setting, so I understand the value of tactful and timely service, not only from me but from my teammates, and I work hard so that we present our company's brand flawlessly. I've several times been invited by my regional corporate executive chef to participate in sales presentations for potential new clients due to my sales and instruction experience, my professional demeanor, and my comfort level in front of crowds.

Additionally, I have extensive experience working closely with children and teenagers. I've volunteered for many years as an assistant scout master, working with teenagers to develop their skills and explore their interests and potential. Also I ran cooking classes and kid's cooking camps for Sur La Table, where I further developed my skills as an instructor, especially for a young audience. As a recruiter for BRCI, I'd bring my valuable experience to the job.

Lastly, I am well versed in Microsoft Office and other key business software, and I pick up new programs easily. Before pursuing a career in the culinary arts I worked a tech job for the oil industry.

I'd appreciate an interview to discuss further how my qualifications meet the needs of this position. Thank you for your consideration, and please feel free to contact me with any questions or to request references or additional information if necessary.

Sincerely,

Jonathan Hippos
j.hippos@email.com
555.555.5555