401 Crescent dr.

Mt.Pleasant, MI 48858

(989) 560-2296

Sarah.pear@hotmail.com

Sarah pear

January 26, 2010

Eric smith, manager

Max and Emily’s

125 East broadways St.

Mt.Pleasant, MI 48858

Dear Eric smith:

Please accept this letter as an application for the position of food preparer as advertised in Moring Sun. Mrs. Deb Andres, food production and hospitality services instructor, from the Mt.Pleasant Area Technical Center, suggested I contact you concerning my interest in the position.

I have taken the introduction to food production and hospitality services class and plan on furthering my education in this area. This class has allowed me to increase my knowledge of baking, sanitation, and safety in the kitchen, and working with others in the kitchen. All my life, I have played soccer, as well as other sports, that have helped me to work efficiently as a team and to respect all of my teammates. This is an advantage because I know how to work well with other employees. My experience competing in the Entrepreneurship event in the local BPA chapter have also contributed to my knowledge businesses, as well as working efficiently. It would be a privilege to work for Max & Emily’s, and I know I could significantly add to the restaurant’s continuing success.

Please consider this as a request to further discuss my application and learn more about this opportunity. Thank you for your time and considering my application. I look forward to meeting with you. Please contact me at (989) 560-2296 in regards to scheduling an interview.

Sincerely,

Sarah Pear

1. What is the job she is applying for? She is applying for the food preparer
2. Who is Eric smith? The manager at Max & Emily’s
3. Whose name did Sarah drop as support for her getting this job? Mrs. Deb Andres
4. What prior experience does she have that will help her to be a good candidate for this position? She worked at herbs and spices
5. How did she let them know that she is ready to take the next step? She said she would like to take her education further in this subject also she has a lot of experience
6. What does enclosure mean? It means to like end something
7. What style of letter is this? Memo
8. What type of letter is this? Cover letter
9. Misheka Vasquez!