Sarah Pear

401 Crescent Drive• Mt. Pleasant, MI 48858• (989) 560-2296• sarah.pear@hotmail.com

January 26, 2010

Eric Smith, Manager

Max & Emily’s

125 East Broadway Street

Mount Pleasant, MI 48858

Dear Eric Smith:

Please accept this letter as an application for the position of Food Preparer as advertised in the Morning Sun. Mrs. De 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 experiences competing in the Entrepreneurship event in my local BPA chapter have also contributed to my knowledge of businesses, as well as working efficiently. It would be a privilege to work for Max & Emily’s, and I believe I could significantly add to the restaurants continuing.

Please consider this 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

Enclosure: Resume

1. Food Preparer
2. Eric Smith is a manager at Max and Emily’s
3. Mrs. De Andres
4. Introduction into Food Production and Hospitality Services Class, Entrepreneurship event in my local BPA chapter, (Played soccer) Work efficiently as a team and to respect all of my teammates
5. She requested for the job and applied her resume
6. Something else coming with this letter
7. Cover letter with block letter format text
8. Tanner Williams