**Amanda Edwards**

[Street Address]  New York, NY 55900

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**Today’s date**

Ms. Beth Hanson, Restaurant Manager

XYZ Restaurant

Address, City, State, zip

Re: Short Order Cook Job Opening, in Restaurant News Magazine

Dear Ms. Hanson,

I’m responding to your job posting in this week’s Restaurant News for the job opening of short order cook. Although my previous education and training have been in the field of emergency room nursing, I’m ready for a career change at this point.

I still excel in triaging and quick, efficient performance. As you see on my attached resume, I have eight years of experience in keeping my head under high pressure situations, similar to what I’ve seen in the 5:00-8:00 dinnertime rush hours at XYZ Restaurant.

I work well with other employees, so far have never needed to take sick days, and have experience cooking for crowds when the hospital tendered holiday dinners for staff who had to work during holidays.

I realize that qualities needed for this position are swiftness, efficiency, and the ability to remain calm under stress, qualities I’ve perfected during my nursing stint.

I would appreciate meeting with you to discuss my candidacy further.
Please be in touch with me as soon as possible.

Thank you for your time and consideration.

Sincerely,

**Amanda Edwards**