

Cover Letter

Sample Letter

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August 28, 2018

M & M Ranch House
Mr. Michael Marsh, Owner
645 Antelope Blvd, Suite 1
Red Bluff, CA 96080

Dear Mr. Marsh,

I am applying for your part-time Dishwasher position. I learned of this job from a flyer posted at Red Bluff High School. I have been to M & M Ranch House for dinner and really liked your food and service.

I feel I would be a good Dishwasher for M & M Ranch House because I have done this type of work in my home most of my life. I have also helped out clearing tables and washing pots at community events. I do not have a CA Food Handler's Card but am willing to take the online course to earn it. My attendance and punctuality at school is very good and my teachers have said I am responsible about turning in my school assignments. I know I do not have any paid job experience, but I have completed over 20 hours of community service volunteer hours. I am up to date on all my school work and will be able to commit time to this job.

Attached is my resume and job application. I hope you will see that I have the basic requirements for this job. I am also a quick learner, so new tasks will not be difficult for me to learn. You can call or text me at (530) 700-0000 if you have any questions or would like to interview me. I appreciate your consideration. Thank you for your time.

Sincerely,


Janet Blackketter