Lana Halima Canaan

C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0217698.wmf 22 Fifth Street, Juniper, NV 89268 \* Phone: 420-555-2939 \* E-mail: lhc@world.net

November 05, 2008

Mr. Paul Ramos

Personnel Director

Juniper Culinary Academy

202 Park Boulevard

Juniper, NV 89268

Dear Mr. Ramos:

I am responding to the junior culinary instructor position that you recently advertised in the *Juniper Daily Times.* As indicated on the attached resume, I have the credentials you are seeking and believe I can be a valuable asset to Juniper Culinary Academy.

I recently received my bachelor’s degree in culinary arts from Nevada Culinary Institute. The following table outlines my areas of concentration:

|  |  |
| --- | --- |
| Food Planning and Preparations | 30 hours |
| Food Safety | 15 hours |
| Nutrition | 15 hours |
| Regional and International Cuisine | 21 hours |

In addition to my coursework, I have the following culinary experience:

* Assist with food preparation at my family’s local pastry, bread, and bakery business
* Prepare food and serve meals at Hope Mission
* Assisted the chef with meal preparation and presentation during internship at The Garden Grill
* Prepared salads, soups, sandwiches, entrees, and deserts while working at the school cafeteria

I will call you at the end of next week to see if we can set up a time to discuss my career opportunities at Juniper Culinary Academy. If you would like to speak to me before then, please call me at 420-555-2939.

Sincerely,

Lana Halima Canaan