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April 10, 2018

Chipotle Mexican Grill  
555 Spice Lane  
Mexican Grill, OZ Z9Z9Z9  
555-555-4321

Dear Human Resources,

My name is Jane Doe and I would like to apply for a Kitchen Staff position at your restaurant.

I enjoy baking and cooking, and I have a lot of home experience, as well as experience cooking in the cafeteria 3 days per week at school.

I am hard working, and good at working as part of a team. I volunteer at the Jungle Book in the large cat program for 5 hours every Saturday and Sunday, and I have been doing this since March of 1980. Along with cooking, animals are another interest of mine. One day I would like to be a red seal chef and in the future I would like to study Culinary Arts at the Culinary Arts school in Mexican Grill.

I volunteer on a farm with an orchard and so I am used to hard work. If there is a job to be done, I work at it until I am finished. Sometimes this involves picking fruit all day, washing and weighing it, and then helping the chef on site can fruit or make jam and pies for sale at the market.

Thank you for considering me for this position, and I am looking forward to hearing from you.

Sincerely,

Jane Doe