Austin Jeffery Hembree

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

May 12, 2008

Mr. Raul 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 Herald*. As indicated on the enclosed 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 area of concentrations.

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

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

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

Sincerely,

Lana Halima Canaan