Queen Okon

20 Ezike street Enugu, 400102 08123456789 queenokon@gmail.com December 26th 2020

Mr Yekini Ojo Helena haven hotel 30 Amadiama street Enugu, 400102

Dear Hiring Manager,

I am writing to apply for the position of Kitchen Assistant at Helena Haven hotel, as advertised on Linkedin. I am eager to bring my passion for cooking and my dedication to helping ensure smooth kitchen operations to your team.

I have previously worked in various food service settings, and I am confident that I possess the skills and enthusiasm required to make a valuable contribution to your establishment.

In my previous role as a kitchen assistant at Bouganvilla hotel, I gained hands-on experience in preparing ingredients, maintaining kitchen hygiene, and supporting chefs in the cooking process.

I am highly organized, detail-oriented, and always committed to following health and safety regulations. I am also a fast learner, able to adapt quickly to new environments and tasks, and I thrive in fast-paced settings.

I would welcome the opportunity to discuss how I can contribute to the continued success of Helena Haven. Thank you for considering my application, and I look forward to hearing from you soon.

Sincerely, Queen Okon