

4375 N. Stadium Way Unit 3030
Surprise, AZ 16485
March 22, 2011

Mr. Gadow
Director of Food and Beverage & Catering
19888 N. 73rd Ave.
Glendale, AZ 85308
March 22, 2011

Dear Mr. Gadow:

My name is Kevin, I am a senior at Liberty High school pursuing a position in the culinary industry. I am seeking a position as an intern or employee that will allow me to obtain culinary experience.

My background and course work have allowed me to obtain skills and work ethics that can be applied to such an environment. Here are some of the traits that I know could give positive influents to a culinary environment:

- I have completed both Life FACs and Creative foods class which have given me knowledge on good work ethics and a basic understanding of commercial utilities used in businesses. In my Creative Foods, we were assigned small groups to work with; there I was a group leader for the whole semester. In part of taking that class, I received an Arizona Skill Culinary Arts Standards State Assessment Commission's Test - Fall 2010 certificate for passing its test.
- In addition, in my previous job location, I received positive and constructive experience in my work ethics. I worked at GameStop which had a small team that I worked with cooperatively as well as independently when needed. I practiced adapting myself physically and mentally allowing me to handle each customer independently and to their special needs as well as take initiative to other responsibilities that may have needed attention. With this job I practiced self-control, coordinated controlled dexterity, and had active listening skills which allowed me to give a positive response to both co-workers and customers.

These are the experiences I have that could contribute to your catering business. Thank you for your time to consider me as a positional candidate as a future intern or employee at the Arrowhead Country Club, I would like to follow up with you on a possible position.

Sincerely,

Kevin Ray