**First Name Last Name**

Address  
Phone  
Email  
LinkedIn profile link

Date  
  
Company/Organization  
Department  
Address  
City, State Zip Code  
  
  
Dear name of the person you are writing to:

After reviewing your posting for the Meal Supervisor position on the City of Albuquerque website, I would like to submit my application and resume for your review. As a college student studying health and nutrition, I feel I have much to offer the Albuquerque Community Senior Center.

As you refer to my resume, you will see that I have several years of experience in the food service industry, including restaurant and cafeteria-style food preparation. Through a Food Safety Certification course, I have become well-versed in standard operating procedures in regard to food handling, temperatures, storage, and prevention of cross-contamination. I also understand the importance of providing healthy, quality meals that are visually appealing. Customer service and satisfaction are very important to me, and I strive to provide quality service each and every day.

I look forward to meeting with you in an interview to discuss my qualifications and learn more about the Meal Supervisor position and the Senior Center. I appreciate your time and consideration.

Sincerely,

Your Name

Your Name