

# Jan Belaguas



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March 4, 2009

Mr. Rail 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 areas of concentration:

Food Planning and Preparation	30 hours
Food Safety	15 hours
Nutrition	15 hours
Regional and International Cuisine	21 hours

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

- Assist with food preparation at my family's local pastry, bread, and bakery business
- Prepare food and serve meals at Hope Mission
- Assisted the chef with meal preparation 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 if we can set up a time to discuss my career opportunities at Juniper Culinary Academy. If you would like to speak to me before then, please call me at 420-555-2939.

Sincerely,

Jan Belaguas

Enclosure