**John Doe**

200 West First St.

Chatsworth, CA 04211

Phone: (555) 555-0145

Email: jdoe@email.com

May 29, 2014

Robert Jenkins

ABC Restaurant

123 Main St.

Reseda, CA 91324

Hello Mr. Smith,

I am emailing in response to your ad on craigslist for a part time Cook. I really enjoy cooking and have recently completed a work study program as a Cook’s Assistant in my school’s cafeteria. I will be starting Pierce College this fall and this position will be an ideal opportunity for me to pay my expenses and gain invaluable experience during my college years.

Although I lack restaurant experience working in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I believe my \_\_\_\_\_\_\_ and\_\_\_\_\_\_\_ will make me a valuable customer at \_\_\_\_\_\_\_\_\_\_\_. I have attached my resume for your convenience.

I would really appreciate the opportunity to come in for an interview. Please feel free to contact me via email or cell (555) 555-5981. I currently reside in Chatsworth.

Thank you for your time and consideration.

Sincerely,

John Doe

Enclosures