

You should write at least 150 words.

You do NOT need to write any addresses. Begin your letter as follows:

**Dear Sir / Madam,**

I am writing to you to express my interest in your job advertisement for a chef that I saw posted on the local village board. As I have currently moved to Brenton as a qualified chef, I would therefore like to apply for this position.

I noticed from the job description that you require someone who can both cook in a creative and healthy way, and who can communicate with and manage staff in an effective manner. My previous job was as an assistant chef at Brew's restaurant in London, where I was responsible for preparing all the dishes on the restaurant's menu and coming up with inventive recipes to present to the head chef. I am also personally very interested in healthy living and this is always reflected in how I cook. I was also responsible at Brew's for managing the cleaning and serving staff at the restaurant, in which capacity I found I was able to build good working relationships with all the staff in my responsibility.

I noticed that this is a part-time job. My preferred days for working would be Monday, Wednesday and Friday afternoons and evenings. I would be available until late at night on those days and I would also be able to work two Saturdays of each month.

I look forward to hearing from you soon. Please let me know if you require any further information.

Yours sincerely,

Marisa Thompson