

Jane Smith, Manager
Tim Hortons
Rideau Centre

Dear Ms. Smith

April 29th, 2020

My name is Sarah Ferguson and I am a Gr. 10 student at Canterbury High School. I saw your posting for a part-time baker, and I was immediately compelled to apply. I have been a regular patron at Tim Hortons for the past 10 years, and I am really excited with the prospect of getting my first job at your coffee shop.

I have a great passion for baking. I like to make cookies and loaves of bread at least once a week, and I am comfortable trying out new recipes and using kitchen equipment, including mixers, blenders and convection ovens. My background in visual arts has also found a place in the kitchen, as I like to creatively decorate my baked goods.

At school, I am taking business-related programs like *Intro to Business and Entrepreneurship*, which helps me understand how business run and meet the needs of customers. I also have volunteer experience in the kitchens of my local church and at The Mission homeless shelter; the latter experience has taught me a lot about working in a fast-paced food service environment.

I believe my skills and experiences are transferable to working in the bakery at Tim Hortons, and I am keen to learn more. I have always enjoyed the atmosphere of Tim Hortons and would be proud to join your team. I have no doubt that my enthusiasm and willingness to learn will be of benefit to your business.

I've attached my resume, which includes references. Please do not hesitate to reach out if you have any questions. I look forward to the opportunity to meet with you. Thank you for your time and consideration.

Sincerely,

Sarah Ferguson