

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Please accept my application for the position of Kitchen Porter at [XXX Restaurant]. With more than 2 years of experience working as a Kitchen Porter along with the relevant culinary and dexterity skills, I believe I am the ideal candidate for this role.

[XXX Restaurant] is one of the largest fast-food restaurant chains in the country serving innovative delicacies. It comes as no surprise that your restaurant has in excess of 10 million visits every year across the globe. It would be my honor to be a part of your restaurant franchise.

I have been working as a Kitchen Porter for the past 2 years in [YYY Restaurant]. I can perform cleaning and cooking-related tasks without any supervision. My typical day to day responsibilities include:

* Clean and sanitize the kitchen area.
* Dispose of garbage, replace garbage bags, and clean trash cans.
* Assist chefs in food preparation.
* Ensure the cooking equipment and appliances are placed in their respective places.
* Ensure safety measures are followed in accordance with the standards set by the management.
* Provide the uniforms of staff to laundry.

I am a highly organized individual which translates into effectively managing the kitchen. I am extremely fit and can work efficiently for long hours without getting tired. With my experience and relevant skillset, I believe I am the ideal candidate for this role.

I am looking forward to meeting you in person to explain elaborate on how well I can contribute to the needs of your restaurant. Thank you for your time and patience.

Sincerely,

[Your Name]

**Robert Smith**

**Kitchen Porter**