[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],

In response to your job listing advertised in the \*\*\* for the post of a new Lunchroom Supervisor, I am writing this letter. As a person with an associate’s degree in education who has worked in a lunchroom facility for four years with two years in a supervisory position, I have experience in supervising students during lunch periods. From serving lines to helping students secure trays, from taking care of seating arrangements to supervising the food quality, I believe that I have the required skills to excel in this role, so I am eager to apply for the role of Lunchroom Supervisor in your institution.

Highlights of my accomplishments as a Lunchroom Supervisor include:

* Reporting any injuries, illnesses, accidents, allergies, and any student discipline issues to the appropriate authority immediately without delay, which has resulted in providing the timely help that was needed.
* Providing assistance and company to the students who may have some difficulty eating on their own.
* Maintained discipline according to the school's and district's policies, and kept any form of bullying at bay.
* In my tenure as the supervisor, I was also tasked with ordering food according to age-based dietary and nutrition charts, while keeping in mind the common allergic items that have to be avoided or provided a replacement for.
* Known for my conflict resolution strategies, which assist the students who have issues in resolving those said issues during the meal periods.

As a Lunchroom Supervisor at \*\*\*, I had a great time with various students and made their dining experience peaceful and healthy. I also shared a good rapport with the rest of the lunch staff, thus creating a harmonious environment for everyone around. I am confident that my passion, experience, and my skills will enable me to become an ideal candidate for this role.

If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Lunchroom Supervisor post.

Thank you for your consideration.

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Lunchroom Supervisor**