Mary Smith

1234 Lake Street

Minneapolis, MN 55412

John Anderson

Best Restaurant Ever

5678 Hiawatha Ave

Minneapolis, MN 55407

May 15, 2016

Dear Mr. Anderson,

My name is Mary Smith. I worked as a food prep cook at your restaurant for more than 2 years. I started in November of 2012 and left in July 2015. I was the one who was always teaching you a little bit of Spanish.

I am writing this letter to ask if you will be a job reference for me. I have a great job opportunity that I qualify for because of my experience from your restaurant and my new food manager certificate.

I am applying for the manager position at Great Food, the restaurant that my sister works at. It is full time with great benefits. They are looking for someone that has a food manager certificate and restaurant experience. They are also looking for someone with a GED or High School Diploma. Remember that I took the Food Manager Certificate class and passed the test? I also got my GED last fall. Please call me with any questions you have. My number is (612) 123-4567. Thank you for your time.

Sincerely,

Mary Smith