SUKI LEE

Cedar Valley, MN 55129 • (555)555-5555 • suki.lee@monster.com

Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Fast Food position at Fast Food Co. With a Bachelor of Science in Business Administration, I have developed a strong foundation in customer service and team collaboration that aligns with the values of your esteemed company.

Throughout my academic journey, I have honed essential skills such as communication, time management, and basic accounting. These skills enable me to efficiently handle tasks while maintaining attention to detail—qualities that are vital in a fast-paced environment like yours. My adaptability and positive attitude allow me to work effectively under pressure, ensuring an organized and welcoming atmosphere for both customers and team members.

I am particularly drawn to Fast Food Co because of its commitment to quality and customer satisfaction. I believe that creating memorable experiences for guests is vital for long-term success. As someone who thrives in teamwork settings, I look forward to collaborating with colleagues to deliver quick service without compromising on quality.

Though my experience is limited at this time, my eagerness to learn and contribute will drive me towards excellence in fulfilling the responsibilities associated with this role. I am excited about the opportunity to bring my dedication and enthusiasm for customer service into your team.

Thank you for considering my application. I hope to discuss how I can contribute positively at Fast Food Co soon.

Sincerely,
Suki Lee