

JOB INFO SHEET TEMPLATE

IDENTITY

Name: NYS Drivers or Non-Drivers ID:
Alias: Email:
Date of Birth: Home Phone:
SS# Cell Phone:

ADDRESS HISTORY

Address #1: Address #2:
City/State/Zip:
Country:
Dates Lived:

EDUCATION / JOB TRAINING HISTORY

Hot Bread Kitchen School #1: School #2:
Culinary Training Program
630 Flushing Avenue
Brooklyn, NY 10013
Dates Attended: Dates Attended: Dates Attended:

WORK HISTORY

Job #1: Job #2:
Name:
Address:
Position:
Pay:
Manager:

VOLUNTEER WORK

Volunteer #1:
Name:
Address:
Description:

CERTIFICATES

SAMPLE LETTERS

COVER LETTER

Hello,

I would like to apply for the full-time _____ position that is advertised on your website. I am a recent graduate of the Hot Bread Kitchen Culinary Training Program and I am eager to find a job in the culinary industry. I have the skills required for the job and the position works well with my schedule. Please see my attached resume for details. I would be happy to schedule an interview so that we can meet in person.

BASIC THANK YOU LETTER

Dear _____,

Thank you for taking the time to meet with me yesterday regarding the _____ position at COMPANY NAME. I enjoyed our conversation and am very excited by the possibility of working with you and your team. I believe that the position fits in nicely with my skills and my goals and that I can contribute to your company over time.

1-WEEK FOLLOW UP LETTER

Dear _____,

I am writing to follow up on my application for the _____ position at COMPANY NAME. I enjoyed meeting with you last week and am still very interested in the position. If you need additional information from me, please feel free to contact me. I look forward to hearing from you soon.