

Bonnie Belle



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September 9, 2011

Mr. Daniel Jobs
HR Manager
Quality Dining, Inc.
4220 Edison Lakes Parkway
Mishawaka, IN 46545

Dear Mr. Jobs:

I am writing to apply for the Summer Internship opportunity with Quality Dining, Inc. that I found on Go BELLES, the Saint Mary's College online job database. As a junior majoring in Business at Saint Mary's, I am interested in this internship because of my future goal to become part of a restaurant company dedicated to quality and superior customer service, like Quality Dining. Given my previous internship experience and coursework, I possess practical business and diverse educational experience, which would make me an asset to Quality Dining.

My strength is working with different types of people in either a supervisory or event planning capacity. My work experience thus far has been focused in areas of management, customer relations, catering, and menu planning. A Summer Intern at Quality Dining must have experience in all these areas and must be able to multi-task in order to meet the demands of a face-paced industry. I honed such abilities through my internship this past summer. After six years of working at Treat Street Restaurant, I was asked to participate in a Management Internship with the company. As a manager, I had many responsibilities, including product ordering, employee management, projecting weekly and monthly sales, and hiring new employees. Through these responsibilities, I developed stronger communication skills, leadership and management skills, and organizational tactics. I learned the importance of business loyalty and in doing so was able to increase profit by 5% and lower food costs as an intern. After this experience, I began to realize my strong passion for business, particularly the restaurant business. Now in my second semester as a business major, I thrive on learning more about all aspects of the business world and would like to utilize the skills I have developed through my coursework in different arenas. Not only would I gain vital experience through the Summer Internship at Quality Dining, I would also be able to contribute significantly to the company with my business acumen.

I have enclosed my résumé to provide you with more information on my academic background, work experience, and other activities in which I am involved at Saint Mary's College. If I do not hear from you, I will contact you the week of September 20th to ensure that you received my application materials and inquire about scheduling an interview. Should you need to contact me, please feel free to do so at (555) 555-5555 or bbelle01@saintmarys.edu. Thank you for your consideration and I look forward to speaking with you.

Sincerely,

Bonnie Belle

Enclosure: BonnieBelleRésumé.docx