

Chef Assistant Cover Letter

514 Galen Track Meimouth, OR 47788

Dear Charlie Von,

I submit this application to express my sincere interest in the chef assistant position.

In the previous role, I was responsible for assistance to other F&B colleagues, when needed and undertake other ad hoc related responsibilities, as required.

Please consider my experience and qualifications for this position:

- Build and develop tools to assist with weekly procurement processes
- Actively research, identify and develop relationships with new suppliers that meet business requirements on price, quality and fulfillment
- Develop strong working relationships with Category and Supply Chain teams, while ensuring effective collaboration and representation of recommendations brought forward
- Negotiate costing with suppliers to meet financial targets
- Overall supplier category management, ensuring thorough understanding / communication of control brand standards and guardrails for existing, new and prospective suppliers
- Continually review our vendor landscape including identifying gaps in vendors for driving innovation, alternative sources of supply, and back up sources of supply
- Define buying timelines and communicate with supply chain & category teams
- Assist in communicating forecasts developed by finance team to new and existing suppliers

I really appreciate you taking the time to review my application for the position of chef assistant.

Sincerely,