

Diet Clerk Cover Letter

635 Arron RestRunolfssonshire, MD 55477

Dear Reese Runolfsdottir,

I am excited to be applying for the position of diet clerk. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for clerical support to nutrition services by taking patient food orders by phone and keeping diet office records.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Previous food service experience or patient care experience preferred
- Understanding of diet order/restrictions related to specific diets preferred
- Microsoft applications preferred
- SD County Food Handler Card, or Food Safety Certificate, or able to pass Food Handlers test given by certified manager or designee
- Experience in food service in an acute care setting is preferred
- Prior hospital experience in a food service/nutrition office operation preferred
- Mathematical skills essential to job duties
- Knowledge of basic nutrition principles and modified diets preferred

Thank you for considering me to become a member of your team.

Sincerely,

Stevie Hills