

Diet Clerk Cover Letter

421 Kessler Plaza Lake Kaylene, FL 80399

Dear Emery Bayer,

I would like to submit my application for the diet clerk opening. Please accept this letter and the attached resume.

Previously, I was responsible for nutritional education for patient and their families involving principles of special therapeutic diets; reviews current dietary practices of patient and their families; evaluates patient understanding and expected level of compliance; makes recommendations for follow up education.

My experience is an excellent fit for the list of requirements in this job:

- Acts as a Liaison between Food Services and all other departments with respect to patient meals and diets
- Delivery of meals and nourishments according to established patient identification policies and procedures
- Assist with all activities related to meal services
- Knowledge of fluid restrictions, tube feeding, diet orders and standards for restricted diets
- Communicates patient needs and concerns with patients, families, and clinical staff
- Record and maintain unit refrigerator temperature logs according to facility standards
- Answer and log all incoming calls to the nutrition office
- Maintain the highest level of customer service as outlined by department and RRH Standards

Thank you for taking your time to review my application.

Sincerely,

Tyler Leannon