

# Diet Clerk Cover Letter

2683 Runolfsdottir WayNorth Chanburgh, KY 79723

**Dear Justice Hahn,**

Please consider me for the diet clerk opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for nutrition screening and nutrition education to patients, documenting care to patients in the medical record, under the direction of the Registered Dietitian.

Please consider my qualifications and experience:

- Generate reports, tallies, calorie counts, nourishment labels, tray tickets, and process information within established time frames
- Maintain work areas in a safe and orderly manner
- Effective Communication Skills/Phone Etiquette
- Interpersonal Skills with Co-Workers
- Effective telephone customer skills
- Job requires extensive standing, walking and sitting
- Knowledge of therapeutic diets and nutrition preferred
- Proficient in Windows Microsoft Office applications

**I really appreciate you taking the time to review my application for the position of diet clerk.**

Sincerely,

Peyton Altenwerth