

Diet Clerk Cover Letter

204 Johnette MountPort Ute, NH 80436-5551

Dear Haven Osinski,

In response to your job posting for diet clerk, I am including this letter and my resume for your review.

In the previous role, I was responsible for lines of communication between Food and Nutrition Services (FANS) and other medical center departments.

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

- Previous call center or diet office experience
- Previous customer service experience preferred. Computer experience preferred
- Works are Call Center to take patient food requests
- Offers alternatives to menu as allowed on prescribed diet in accordance with food allergies or sensitivities, cultural, ethnic and religious preferences when patient inquires or needs additional selections
- Answers the telephone in a courteous and professional manner, taking messages and relaying the information as needed, timely and accurately
- Attends, participates and shows initiatives in content of diet office meetings
- Processes telephone and computer communications coming into the kitchen by accurately and promptly directing information to the appropriate person and/or following through according to patient meal service procedures
- Processes patient diet orders by accurately updating patient menus/tray tags, tube feedings and nourishments prior to each meal and by accurately adjusting patient menus to modified diet order, utilizing patterns, guidelines and other information provided by the dietitian

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,