

Chef cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Executive Chef,

I am applying for the sous chef position at your upcoming speciality restaurant. I have spent seven years in hotel kitchens, the last three as chef de partie in charge of the Indian section of a 220-room business hotel in Bengaluru, and a new opening is exactly the kind of challenge I want next.

In my current role I lead six cooks across breakfast, the lunch buffet and à la carte dinner. When the hotel asked every section to cut costs without touching portion sizes, I rewrote our standard recipes with gram-level specifications and started weekly yield tests on meat and vegetables. Over two quarters my section's food cost came down from 38 to 33 percent. I also took charge of our FSSAI audit preparation last season, and the kitchen cleared the inspection with no major observations.

I enjoy training juniors, and two commis I mentored have since been promoted to demi chef de partie.

I am comfortable with menu costing, vendor coordination and duty rosters, and my notice period is 30 days. I would be glad to cook a tasting menu for you and discuss how I could support the opening team.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Executive Chef,

I am writing to apply for the commis chef position in your hotel kitchen. I have just completed a three-year degree in hotel management and culinary arts, and I would like to begin my career in a brigade that runs banquets and à la carte service side by side, which is exactly how your property operates.

During my 22-week industrial training at a 300-room city hotel, I rotated through the Indian hot kitchen, the garde manger and the bakery. In the banquet kitchen I helped prepare mise en place for conferences of up to 400 guests, and I was trusted to run the salad counter on my own for the final month. I also maintained the chiller temperature log for my section and was never flagged in the weekly hygiene walk-through.

At college I placed second in an inter-college regional cuisine competition with a Chettinad menu, which taught me to cost a dish and plate it under a strict time limit.

I hold a FoSTaC basic food safety certificate, I am comfortable with split shifts and night closing duties, and I can join immediately. I would be grateful for the chance to attend a trade test at your convenience.

Regards,
[Your name]

BEFORE YOU SEND IT

- Put the exact role and kitchen type in the subject line, such as Application for Commis Chef – Banquet Kitchen, so the executive chef can route it to the right section quickly.
- Quote covers per service, brigade size or events handled rather than listing every cuisine you have tasted. Hiring chefs trust numbers they can later check during the trade test.
- Mention your FoSTaC or food safety training and any hygiene audit you have faced. Leave out salary expectations and complaints about previous kitchens; save those for the interview.
- Keep the letter under one page and attach a small photo portfolio of plated dishes or buffet set-ups, or add a link to a personal website where those photos load quickly.