

[REDACTED]
[REDACTED] Produce Manager
[REDACTED]

October 23, 2024

Mr. Mark Kline
6060 FFA Dr.
P.O. Box 68960
Indianapolis, IN 46268-0960

Dear Mr. Kline,

I was excited to hear at our monthly employee meeting that the produce manager position is available. Therefore, I am applying for a promotion at [REDACTED]. My experience in your restaurant for the past two years, has allowed me to demonstrate my flexibility and dependability in terms of showing up to work on time, working my scheduled days, having great customer service, and completing all assigned tasks. I am fortunate that my passion for agriculture now has an opportunity to cross paths with my current job at [REDACTED]. My experience with horticulture produce judging, supervising our FFA chapters hydroponics program, and my college experience makes me a highly qualified candidate for this position.

Through my experiences in my agriculture classes and Future Farmers of America (FFA), I believe I would be an asset to [REDACTED]. As the president of our FFA chapter, I am constantly communicating with different people and working with teams successfully. Additionally, if you refer to my resume, you will see that I have completed college level course work in communications and psychology, and have competed in public speaking opportunities and the agriculture communications team competition. I believe that as a manager, communication and being able to work with your team is key in running a successful business. Also, as a produce manager, I believe it is important to be able to differentiate between high quality and low-quality produce. Being a part of the horticulture produce judging team has allowed me to identify different fruits, vegetables, nuts, and herbs, and distinguish between high- and low-quality products. This qualification is extremely important as the produce manager, because poor quality products lead to poor quality meals, and decreased customer satisfaction.

Thank you for considering my qualifications and interest in the position of produce manager at [REDACTED]. I have attached a list of references and can provide additional information at your request. I will contact the office next week to confirm the receipt of my cover letter, resume, and references. It would be a privilege to discuss a potential time to interview for the position, in which we can discuss the elements of this opportunity further. If you have any questions, please feel free to contact me by phone [REDACTED] or by email at [REDACTED][@gmail.com](#).

Sincerely,

[REDACTED]

[REDACTED]

Enclosure: Resume