Ms. Jennifer Smith Chipotle

1401 Wynkoop Street, Suite 500

Denver, CO 80202

January 13, 2015

Dear Ms. Smith,

I was very excited when I learned about your Finance Development Coordinator position. I have spent over X years in the service industry, love the energy and atmosphere of the restaurant business and am looking for a role that combines my quantitative and qualitative capabilities. I consider my greatest strengths to be my interpersonal and communication skills and feel strongly these traits combined with my organizational skills and deadline driven personality would be an asset to Chipotle.

I am very impressed with Chipotle’s growth, plans for new restaurant concepts, level of corporate responsibility and philanthropic efforts. One of the components of the job that really stood out to me is the opportunity to work with architects, designers and contractors. I began my education as an architecture major before switching to finance and am very interested in real estate and development. I also believe my prior work experience in the service industry will enhance my understanding of your growth goals and contribute to mutual success. I am comfortable communicating with various personality types and am committed to leaving a positive impression on the people I come in contact with. I would hope to use these traits working with your team, vendors and external clients.

Additionally, I am able to make quick, confident decisions, and possess an easy-going, amiable personality. My work ethic is strong, as I have paid for my education through various jobs within the service industry, and I am a high energy, enthusiastic person. I’m able to juggle various tasks and situations at once and take my commitments and responsibilities very seriously. As a new Finance grad from the Leeds School of Business, I am ready to apply my skills in this capacity and am looking forward to hearing back from you. Thank you for your consideration.

Sincerely,

Harold Hungry