

## Answer to Activity 1: Kathy Boal-Pita's Resume and Cover Letter

6161 Culp Street  
Niagara Falls, Ontario L2G 2B6  
(905) 374-0065

### Kathy Boal-Pita

- Objective** To work as a cook in a family restaurant.
- Education**
- Completing first year in Culinary Skills Program**  
Niagara College 2001-continuing  
Maid of the Mist Centre  
Niagara Falls, ON L2G 3W6
- Have studied sanitation, baking, cooking
- Ontario Secondary School Diploma**  
A.N. Myer S.S. 1997-2001  
Niagara Falls, ON L3G 4H2
- Did co-op placement in school cafeteria
  - Cooked on gas grill
  - Used deep-fryer
- Experience**
- Elevator Operator**  
Minolta Tower Centre 2001 (Summer)  
Niagara Falls, ON L2G 2N9  
Supervisor: Steve Boccho
- Extensive interaction with the public
- Gift Shop Clerk and Laundry Worker**  
Oakes Inn 1999-2001 (Summers)  
Niagara Falls, ON L2G 3W2  
Supervisor: Mrs. Tina Ricci
- Used cash register
- Babysitter**  
Donna and Tom McNulty 1997-continuing
- Made meals for three children

**Interests**

Team sports, playing violin in an orchestra, first aid

**References**

Donna and Tom McNulty  
4097 Petit Avenue  
Niagara Falls, ON L2E 6K4  
(905) 356-7554

Mrs. Tina Ricci  
Oakes Inn  
6546 Buchanan Avenue  
Niagara Falls, ON L2G 3W2  
(905) 356-4514

Stan West  
Maid of the Mist Centre  
Niagara College  
Niagara Falls, ON L2G 3W6  
(905) 356-1501

Steve Boccho  
Minolta Tower  
6732 Oakes Drive  
Niagara Falls, ON L2G 2N9  
(905) 374-7454

Mrs. Ellie Slinn  
A.N. Myer S.S.  
6338 O'Neill Street  
Niagara Falls, ON L2J 1M7  
(905) 358-5753

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February 12, 2002

Mrs. Donna Orbit  
Kitchen Supervisor  
Flying Saucer Restaurant  
6768 Lundy's Lane  
Niagara Falls, ON L2G 1V5

Dear Mrs. Orbit,

I would like to be your new weekend breakfast cook.

You need an employee with a mix of cooking training and practical experience, and I have both. During my first year of study in the Culinary Skills Program at Niagara College, I have learned a lot about kitchen sanitation practices and extended my cooking skills. While I was a high school student, I participated in a co-op placement in our school cafeteria. Under Mrs. Slinn's watchful eye, I cooked (eggs, bacon, pancakes, soups, chilli), baked (pizza, lasagne, muffins, pies), and grilled (hamburgers, hot dogs). Even when I baby-sit, I often cook for the children.

The Flying Saucer offers wonderful breakfasts. I looked closely at the menu on my last visit. I would enjoy the chance to make those omelettes that are so popular, and I'd work hard to learn to cook quickly in your high-volume kitchen. My references will tell you that I always try hard to do a good job.

Thanks for considering my job application. I would be pleased to come for an interview. It would be exciting to work at the restaurant immortalized by Marilyn Monroe in the film *Niagara*.

Yours truly,

Kathy Boal-Pita  
Enclosure