

ROBERT SOMEONE

175 Some Avenue • Somewhere, AB B8T E4R
555-555-5238 • robert@someserver.com

December 29, 2008

Mr. John Someone
President, GHI Foodservice Inc.
1539 some road
Toronto, Ontario T5K 4W9

Dear Mr. Roland:

Do you desire to increase your profitability to record heights through astute market projections, meeting client needs, skillful purchasing, and proactive inventory management? If you do, we should certainly meet.

As you will notice from the attached résumé, I offer 10 years of solid visionary leadership experience, with a proven ability in "full-line" foodservice purchasing, inventory control, and managing relationships with vendors, peers, C-level executives and sales representatives. As the President of the ABC Foodservice Corp. will verify, I am a conscientious and detail-oriented employee, who delivers quality and professionalism in every project or challenge. In addition to the information contained in my résumé, I would ask that you please review the following achievements:

- Achieved record profit improvements through proactive purchasing cost reduction – acknowledged by the President as the "Best of The Best" in the industry.
- In conjunction with the Information Systems Department, developed and implemented a new computerized purchasing system to streamline processes, reduce human error, and enter the 21st century. System was adopted by 15 company locations.

Your company will benefit from a loyal and positive procurement manager who is attentive to client needs in order to develop and maintain unparalleled client relations. The motivation to go the extra mile is evident in everything I do – if there is a deadline, it will be met with exceptional results.

At your convenience, please contact me at (555) 555-5238 to arrange a meeting to discuss how my skills and experience can benefit GHI Foodservice Incorporated. I look forward to hear from you soon.

Sincerely,

Robert Someone

Enclosure