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October 1st, 2008

Robert Beck
Executive Chef
Bennie Ferrell Catering
Attention: Human Resources Manager
5100 Westheimer St., #200
Houston, TX 77056

Dear Chef Peck:

Please accept this letter of introduction. My name is Michael Ferreira. I have heard great things about your marvelous catering events. I strongly believe my international background, fluency in five languages, extensive international culinary experiences, and my successful management experience will be of benefit to your fine company. A strong culinary passion allowed me to experience successful steady growth in my own gourmet catering businesses as a Chef and Owner/Operator.

With your help, I could take my own experiences to the next level as a Catering Chef. While I provide you with the know how to deliver on all your promises to your guests. I truly believe, I am a great performer under pressure having passed all the tests in the trenches. My driving passion has given me the fuel to absorb all the knowledge I have needed. So far though, I have not had an opportunity to be mentored by a great executive chef in the United States.

When and if I am fortunate enough to be mentored by you, I will be the rock that you can rely on whenever you need to. I live and breathe the gourmet lifestyle. I was able to do this as a result of a former successful career as a manager/owner for eight years. Perhaps you will find my sales background and my fluency in five languages useful. However, I was born to follow my passions in your kitchen regardless of how skinny I will get from not dining out so much any more.

If I can please the wealthy socialites of Manhattan, NY as a Personal Chef and Wine Sommelier, then I can please anybody you cater to. You are my first choice because I also believe, "The beauty is in the details." Please call me for an immediate interview. I am available anytime.

Sincerely,

Michael Ferreira

Michael Ferreira

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Enclosure

P.S. This client was hired in only 17 days with a High Performance Résumé and Cover Letter from HighPerformanceResumes.com even more importantly he chose the employer and opportunity he wanted too. Every cover letter needs an attention getting P.S. because it is literally the most memorable part of the letter.