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ABC Hotels and Resorts
Suite 123, 4567 Main Street
Vancouver, BC V5V 5V5

Thursday, March 30, 2006

Attention: Mr. John Doe, General Manager
Re: **Executive Chef opportunity – ABC “Crown Prince Vancouver”**

Dear Mr. Doe:

As Vancouver steps up towards the challenge of hosting the Olympics, our top-tier hotels and restaurants will become increasingly prominent on the world stage. We will have a great rush of media coverage, an explosion of restaurant reviews, and (hopefully) a surge in the number of tourists as well. Starting with the run up to Expo 86, the profile of Vancouver's hospitality industry has risen markedly; now we are faced with the opportunity to raise that profile to record heights. The establishments that reap the greatest benefits will certainly be those who maintain *an active, conscious focus on top-notch client service in every single aspect of their operations*.

That sort of focus has defined my career ever since I embarked upon a hotel kitchen career over fifteen years ago. I have served in every major hotel kitchen position from Cook to General Manager, and have solved practically every major challenge that *any* member of the cooking and restaurant management team is likely to face. In recent years, the focus of my professional education has shifted from culinary topics to hospitality management, and I am thus ready to seize the business opportunities that will arrive over the next six years. Here is a summary of what I would like to bring to the ABC organization:

- My seven years of senior management experience culminated in four years as the General Manager of a highly regarded 4-star hotel in Montreal. Prior to that I spent over a dozen years working my way up from Senior Cook, to Sous Chef, to Head Chef, to Food & Beverage Manager.
- My extensive general business experience includes work actively promoting both my hotel and the surrounding business district to international corporations and governments.
- I have been recognized by both the Canadian government and by industry associations for my contributions to the hospitality industry.
- My training includes apprenticeships at 5-Star European hotels.

Thank-you for considering my application. I will contact you in one week to further discuss how I might join the ABC team, streamline Crown Prince operations, and prepare for Olympic-sized opportunities that await us. In the meantime, please don't hesitate to get in touch with me if I may provide any further information.

Sincerely,

Marie-Claire Charlebois
Enclosure (résumé)