Date: 24 April 2009

John Smith

Human Resource Manager for Recruitment

Sheraton Chain of Hotels  
1600 Pennsylvania Ave NW  
Washington DC 20502

(914) 555-2909

Dear Mr. Smith:

I had the opportunity to speak with Ms. Alexis Knob from your human resource department from the last Man Pooling Convention at the SMX Mall. Ms. Knob suggested that I try to apply as the Hotel over-all manager for you hotels in Florida. From my attached curriculum vitae, you can take note that I have been handling the Mitsubishi Hotel that is a three star hotel in Key West, Florida. I have strong educational background and deep experience in managing hotels and its restaurants. I am also fluent in Spanish, French, German and English. I consider all these strengths in a hotel company who has different sites all over the globe like yours.

Attached is a copy of my resume for your resume. My skills and competencies definitely satisfy the requirements you have for this position. I strongly believe that I can be an asset for you company.

I will call you within this week to follow-up and possibly discuss my qualifications. If you need further information and documents, you may contact me at (692) 810 3810 or email me at [jackthomas@hotmail.com](mailto:jackthomas@hotmail.com)**.**Thank you for your consideration.

Sincerely,

(Signature)

Jack Thomas

Enclosure Resume.