

PATRICK T. SMITH

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Mr. Byrne Roget, Managing Partner
The National Executive Search Firm
883 Main Street
Niagara Falls, ON M5J 2J6

Dear Mr. Roget:

Is your client company looking for ways to increase revenues, cut costs, and meet highly aggressive regulatory standards in their food manufacturing facility?

As an experienced COO in the seafood processing industry, I offer more than 23 years' experience in a fully integrated seafood processing plant, ensuring regulatory quality standards and clients' expectations are consistently exceeded.

My management style is collaborative, and I am consistently rewarded for exceeding performance expectations while managing costs, improving efficiency, and meeting strict quality standards.

Complementing my hands-on management style is my mechanical aptitude—I recently slashed operational costs by more than 20% by fixing plant equipment myself. I have trained my staff to become more productive and efficient while ensuring product quality 100% of the time.

During peak production cycles, I had 140 employees reporting to me. Since my tenure as COO, with zero lost-time injuries, I was recently awarded the highest performance bonus in the 40-year history of this company. I am additionally the youngest COO ever hired by the company.

In addition to being rewarded by senior management for exceeding performance expectations, I have also developed strong relationships with Fortune 100 customers, suppliers, and regulators ensuring robust revenue growth and strict regulatory compliance for my employer.

I am traveling to Niagara Falls in early July because I plan to relocate to the region in the fall, and I am eager to meet you. Please let me know if this timing is convenient; I will plan my trip according to your schedule.

Sincerely,

Patrick T. Smith

PS: I earned my MBA at MIT Sloan School of Management, one of the top programs for engineers with a 3.95 GPA. Please see my CV for more information.