

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[City, State]

[Date]

[Hiring Manager Name]  
[Company/Hotel/Restaurant Name]  
[Company Address]

Dear [Hiring Manager Name or "Hiring Manager"],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Where you saw the ad]. As a motivated individual with a strong desire to launch a career in the hospitality industry, I am eager to contribute to your team's reputation for excellent guest service.

Although I am entering the field at an entry level, I have developed strong interpersonal and communication skills through [mention a relevant experience, e.g., volunteer work, school projects, or a previous non-hospitality job]. I am adept at maintaining a positive attitude under pressure and enjoy interacting with diverse groups of people to ensure they have an enjoyable experience.

I am particularly drawn to [Company Name] because of your commitment to [mention a specific company value or service standard]. I am a quick learner, a reliable team player, and I am fully prepared to handle the fast-paced environment of the hospitality sector while maintaining professional grooming and conduct.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my energy and dedication can benefit the guest experience at [Company Name].

Sincerely,

[Your Signature]  
[Your Printed Name]