

# [FULL NAME]

[ADDRESS] | [PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]

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[Date]

[Recipient Name]  
[Title of Recipient/Board Chair]  
[Organization/Hotel Group Name]  
[Company Address]

## **RE: Chief Executive Officer Application - [Organization Name]**

Dear [Mr./Ms./Mx. Last Name or Board of Directors],

It is with great enthusiasm that I submit my application for the position of Chief Executive Officer at [Organization Name]. With over [Number] years of executive leadership within the global hospitality sector, I have a proven track record of driving revenue growth, enhancing brand equity, and delivering world-class guest experiences across [Luxury/Boutique/International] portfolios.

In my most recent role as [Previous Title] at [Previous Company], I successfully [mention a high-level achievement, e.g., led a \$X million turnaround, expanded operations into X new markets, or improved EBITDA by X%]. My leadership philosophy centers on operational excellence, digital transformation, and fostering a culture of service that empowers employees at every level.

I am particularly drawn to [Organization Name] because of your reputation for [mention a specific company value or recent milestone]. I am confident that my strategic vision and expertise in [Asset Management/Global Operations/Brand Development] will allow me to steer [Organization Name] toward its next phase of innovation and sustainable profitability.

I welcome the opportunity to discuss how my background in hospitality leadership aligns with the strategic goals of your Board of Directors. Thank you for your time and consideration.

Sincerely,

[Full Name]