

# [Your Full Name]

[City, State, Zip Code] | [Phone Number] | [Email Address] | [LinkedIn Profile]

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[Date]

[Search Committee Chair Name/Board President Name]

[Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name] and Members of the Search Committee,

I am writing to formally express my interest in the General Manager position at [Club Name], as advertised through [Source]. With over [Number] years of experience in premium hospitality and private club management, I have built a career centered on elevating member experiences, fostering fiscal responsibility, and leading high-performing departmental teams.

Throughout my tenure at [Current/Previous Club], I successfully oversaw [Specific Achievement, e.g., a \$M capital improvement project or a % increase in member satisfaction]. My management philosophy prioritizes the "servant leadership" model, ensuring that every amenity—from the greens and courts to the dining facilities—operates at a level that exceeds the expectations of a discerning membership. I am particularly drawn to [Club Name] because of its reputation for [mention a specific club value, e.g., its championship golf course or its family-centric culture].

My core competencies include:

- Strategic planning and long-term capital budgeting.
- Food and Beverage optimization and menu innovation.
- Membership recruitment and retention strategies.
- Board of Directors governance and committee relations.
- Staff development and workplace culture enhancement.

I am eager to bring my expertise in luxury operations to [Club Name] to ensure the club remains the premier social and recreational destination in the region. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my leadership style aligns with the vision of your Board of Directors.

Sincerely,

[Your Signature]

[Your Printed Name]