

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Venue Name/Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the General Manager position at [Venue Name], as advertised on [Where You Saw the Ad]. With over [Number] years of experience in high-volume hospitality and event management, I have a proven track record of driving operational excellence, maximizing revenue, and delivering world-class guest experiences.

Throughout my career, I have successfully overseen [Types of Events, e.g., corporate galas, concerts, weddings] and managed diverse teams across sales, operations, and food and beverage departments. In my most recent role at [Previous Company], I was responsible for [Key Accomplishment, e.g., increasing annual booking revenue by 20% or reducing overhead costs by 15%]. My expertise in P&L management, vendor relations, and health and safety compliance ensures that I can step into this role and make an immediate positive impact.

What attracts me to [Venue Name] is its reputation for [Specific Venue Characteristic, e.g., historic architecture/cutting-edge technology]. I am confident that my strategic approach to venue marketing and my commitment to maintaining the highest standards of service will align perfectly with your organizational goals.

I would welcome the opportunity to discuss how my leadership style and operational expertise can contribute to the continued success of [Venue Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]