

**[Full Name]**

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Chief Operating Officer]

[Hospitality Group Name]

[Company Address]

## **RE: Regional General Manager Application**

Dear [Hiring Manager Name],

I am writing to express my interest in the Regional General Manager position at [Hospitality Group Name]. With over [Number] years of multi-unit leadership experience within the hospitality sector, I have a proven track record of driving operational excellence, increasing RevPAR/GOP, and cultivating high-performing leadership teams across diverse portfolios.

In my most recent role as [Current/Previous Title] for [Previous Company], I oversaw [Number] properties consisting of [Number] keys. During my tenure, I successfully [mention a major achievement, e.g., improved regional EBITDA by X% or spearheaded a brand-wide service standard overhaul]. My approach centers on balancing guest satisfaction with rigorous financial discipline and strategic asset management.

My core competencies include:

- Strategic Multi-Unit Oversight & P&L Management
- Brand Standard Compliance & Quality Assurance
- Talent Development & Executive Coaching
- Crisis Management & Operational Troubleshooting
- Market Expansion & New Property Openings

I am particularly drawn to [Hospitality Group Name] because of your reputation for [mention a specific company value or recent achievement]. I am confident that my experience in managing complex regional operations and my commitment to the "guest-first" philosophy will contribute significantly to your group's continued growth.

I look forward to the possibility of discussing how my background aligns with the strategic goals of [Hospitality Group Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]