

[FULL NAME]

[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]
[CITY, STATE, ZIP CODE]

[Date]

[Hiring Manager Name]
[Title, e.g., Regional Vice President]
[Hotel or Group Name]
[Address]

Dear [Mr./Ms./Mx. Surname],

It is with great enthusiasm that I submit my application for the General Manager position at [Hotel Name]. With over [Number] years of leadership experience within the ultra-luxury hospitality sector, I have a proven track record of elevating guest satisfaction scores, optimizing operational efficiency, and driving RevPAR growth in highly competitive markets.

In my most recent role as General Manager at [Previous Hotel Name], I successfully [mention a key achievement, such as overseeing a major renovation, achieving a Forbes Five-Star rating, or increasing GOP by X%]. I pride myself on a hands-on leadership style that fosters a culture of excellence and personalized service, ensuring that every touchpoint of the guest journey reflects the prestige of the brand.

My expertise includes strategic financial planning, talent development, and the meticulous management of luxury assets. I am particularly drawn to [Hotel Name] because of its reputation for [mention a specific brand value or recent accolade]. I am confident that my background in [specific skill, e.g., international market positioning or Michelin-star F&B management] aligns perfectly with the standards of your esteemed property.

I welcome the opportunity to discuss how my vision and experience can contribute to the continued legacy of [Hotel Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]