

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL / Physical Address]

[Current Date]

[Hiring Manager Name]
[Title]
[Company/Hotel Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Platform where you saw the ad]. With a strong background in hospitality and a passion for providing exceptional guest experiences, I am confident that my skills align perfectly with the high standards of your establishment.

In my previous role at [Previous Company Name], I developed a reputation for [mention a specific skill, e.g., resolving guest complaints efficiently or maintaining a 95% satisfaction rating]. I am well-versed in [mention specific software or tasks, e.g., Property Management Systems (PMS), reservation handling, or concierge services]. I thrive in fast-paced environments and pride myself on my ability to remain professional and welcoming under pressure.

I am particularly drawn to [Company Name] because of [mention a specific reason, e.g., its reputation for luxury service or its commitment to sustainability]. I am eager to bring my proactive approach and "guest-first" mentality to your team to help maintain the excellence your guests expect.

I have attached my resume for your review and would welcome the opportunity to discuss how my experience can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]