

**[Your Full Name]**  
[Your Phone Number]  
[Your Email Address]  
[Your LinkedIn Profile / Portfolio URL]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]  
[Title, e.g., Owner or Regional Director]  
[Boutique Hotel Name]  
[Hotel Address]  
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the General Manager position at [Boutique Hotel Name]. Having followed the reputation of your property for its unique [mention a specific feature, e.g., aesthetic/guest experience/sustainability efforts], I am eager to bring my [Number] years of luxury hospitality leadership to your team.

In my most recent role as [Previous Title] at [Previous Property Name], I specialized in curating bespoke guest experiences while maintaining rigorous operational standards. My background includes a proven track record in [mention 2-3 key skills, e.g., RevPAR growth, high-end staff curation, and community partnerships]. During my tenure, I successfully [mention a specific achievement, e.g., increased guest satisfaction scores by X% or optimized labor costs by X% without compromising service quality].

I understand that managing a boutique property requires a hands-on approach and an acute attention to detail that larger chains often lack. I am particularly drawn to [Boutique Hotel Name] because of your commitment to [mention a specific hotel value]. My leadership style focuses on empowering staff to deliver intuitive service that reflects the unique character of the brand.

I would welcome the opportunity to discuss how my experience in luxury operations and boutique storytelling can contribute to the continued success and prestige of [Boutique Hotel Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]  
**[Your Typed Name]**