

[Your Full Name]

[Your Phone Number] | [Your Email Address]

[Your LinkedIn Profile URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Hotel/Company Name]

[Company Address]

Dear [Hiring Manager Name/"Hiring Manager"],

I am writing to express my interest in the Front Office Manager position at [Hotel/Company Name], as advertised on [Platform/Job Board]. With over [Number] years of experience in hospitality management and a proven track record of elevating guest satisfaction scores, I am confident in my ability to lead your front-of-house team to excellence.

In my previous role as [Previous Job Title] at [Previous Hotel], I successfully managed a team of [Number] staff members, oversaw daily operations, and implemented new check-in protocols that reduced wait times by [Percentage]%. I am highly proficient in property management systems such as [Software Name, e.g., Opera/FOSSE] and dedicated to maintaining high brand standards while maximizing RevPAR through strategic upselling.

I am particularly drawn to [Hotel/Company Name] because of its reputation for [Specific Detail about the Company, e.g., luxury service/community engagement]. I am eager to bring my expertise in conflict resolution, staff training, and revenue optimization to your team to ensure every guest enjoys a seamless experience from arrival to departure.

Thank you for your time and consideration. I look forward to the possibility of discussing how my leadership style and operational skills can contribute to the continued success of [Hotel/Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]