

[YOUR FULL NAME]
[PHONE NUMBER] | [EMAIL ADDRESS]
[LINKEDIN PROFILE URL] | [CITY, STATE]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Guest Services Director position at [Company Name]. With a proven track record in hospitality leadership and a commitment to elevating the guest experience, I am confident in my ability to lead your service teams toward operational excellence.

In my previous role as [Current/Previous Job Title] at [Previous Organization], I successfully managed [Number] staff members and oversaw guest relations for a facility with [Number] rooms/capacity. My core accomplishments include:

- Implementing [Specific Program or Policy] which increased guest satisfaction scores by [%].
- Reducing operational overhead by [%] through strategic resource allocation and staff training.
- Resolving complex guest escalations while maintaining a [Number]% positive review rating.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am eager to bring my expertise in staff development, VIP relations, and luxury service standards to your leadership team.

Thank you for your time and consideration. I look forward to discussing how my background in high-level hospitality management can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]