

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile / Portfolio URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Hotel or Property Name]

[Street Address]

[City, State, Zip Code]

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

I am writing to formally express my interest in the [Job Title] position at [Hotel/Resort Name], as advertised on [Where you found the job post]. With a strong background in human resources management specifically within the hospitality industry, I am confident in my ability to enhance your team's operational excellence and employee engagement.

During my tenure at [Previous Company], I successfully managed HR functions for a staff of [Number] employees. My expertise includes streamlining recruitment processes for high-turnover seasonal roles, implementing comprehensive training programs to improve guest satisfaction scores, and navigating complex labor relations. I understand that [Property Name] prides itself on [specific value or service standard], and I am eager to apply my skills in talent development and compliance to uphold these standards.

I am particularly adept at fostering a positive workplace culture that aligns with the fast-paced demands of the hospitality sector. Whether managing payroll, overseeing benefits administration, or resolving internal grievances, my focus remains on supporting the staff who deliver the guest experience. I am eager to bring my proactive approach to [Hotel/Resort Name] to ensure your HR department operates as a strategic partner to the management team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in hospitality HR can contribute to the continued success of [Hotel/Resort Name].

Sincerely,

[Your Full Name]