

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Hotel/Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Hospitality Operations Supervisor** position at [Company Name], as advertised on [Platform]. With [Number] years of experience in high-volume hospitality environments and a proven track record of optimizing guest satisfaction and operational efficiency, I am confident in my ability to lead your front-of-house and back-of-house teams to excellence.

In my previous role at [Previous Company Name], I successfully supervised a staff of [Number], overseeing daily workflows across [Departments, e.g., Front Desk, Housekeeping, and Food & Beverage]. I implemented a new [System or Protocol] that resulted in a [Percentage]% increase in guest ratings and reduced operational overhead by [Percentage]%. My approach focuses on maintaining rigorous brand standards while fostering a proactive and motivated workforce.

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 conflict resolution, inventory management, and staff training to ensure that every guest experience aligns with your premium service benchmarks.

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

Sincerely,

[Your Signature (if sending by mail)]

**[Your Printed Name]**