

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

[Date]

[Hiring Manager Name]
[Title, e.g., VP of Human Resources]
[Resort/Company Name]
[Company Address]

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

I am writing to formally express my interest in the **Resort Operations Director** position at [Resort Name], as advertised on [Where You Saw the Job Posting]. With a proven track record of overseeing luxury hospitality environments and a focus on elevating guest experiences while maintaining operational efficiency, I am confident in my ability to lead your operations team toward continued excellence.

Throughout my career, I have specialized in streamlining cross-departmental functions, including [mention specific areas like Front Office, Food & Beverage, Housekeeping, or Facilities]. At [Current/Previous Resort], I successfully [mention a specific achievement, e.g., increased RevPAR by X% or reduced operational overhead by Y%] through strategic resource allocation and the implementation of [specific system or initiative].

My approach to resort management centers on three pillars: staff empowerment, rigorous fiscal discipline, and a relentless focus on the guest journey. I am particularly impressed by [Resort Name]'s commitment to [mention a specific value of the resort, e.g., sustainability or 5-star service standards], and I am eager to apply my expertise in [mention a skill, e.g., large-scale renovation oversight or multi-site management] to support your strategic goals.

I look forward to the opportunity to discuss how my leadership style and operational background can contribute to the continued prestige of [Resort Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]