

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Title]
[Hotel or Event Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Platform]. With a strong background in hospitality management and a proven track record of executing seamless large-scale events, I am confident in my ability to enhance the guest experience and operational efficiency of your events team.

During my tenure at [Previous Company], I successfully managed [Type of Events, e.g., corporate galas, weddings, or conferences] with budgets exceeding [Amount]. My expertise lies in vendor negotiation, meticulously detailed floor planning, and ensuring that every aspect of the hospitality service meets the highest luxury standards. I pride myself on my ability to remain calm under pressure and resolve logistical challenges before they impact the guest.

What draws me to [Company Name] is your reputation for [specific company achievement or brand value]. I am eager to bring my skills in [Skill 1, e.g., food and beverage coordination] and [Skill 2, e.g., client relationship management] to your upcoming projects. I am dedicated to creating memorable experiences that align with your brand's commitment to excellence.

I would welcome the opportunity to discuss how my hospitality expertise can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Typed Name]