

Cover Letter for Hotel Manager Position

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Hotel's Name]
[Hotel's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Hotel Manager position at [Hotel's Name], as advertised on [where you found the job listing]. With over [number] years of experience in the hospitality industry and a proven track record of successful hotel management, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Hotel's Name], I successfully managed a diverse team, enhancing guest satisfaction ratings by [specific percentage] through effective staff training and service improvements. I am skilled in budgeting, inventory management, and implementing operational procedures that ensure both guest comfort and staff efficiency.

I am particularly impressed by [something specific about the hotel or its management philosophy], and I am excited about the opportunity to bring my expertise in [specific skill or experience related to the hotel] to [Hotel's Name]. I believe my proactive approach to hotel management and my commitment to excellence align well with the values of your establishment.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Hotel's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,

[Your Name]