

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Front Desk position at [Hotel Name] as advertised on [where you found the job listing]. With a strong background in customer service and hospitality, I am excited about the opportunity to contribute to your team.

During my previous role at [Previous Company Name], I developed strong communication and organization skills while managing daily front desk operations. I am adept at handling guest inquiries, resolving issues, and ensuring a positive experience for all visitors. My attention to detail and commitment to excellence align with the outstanding reputation of [Hotel Name].

I am particularly drawn to [Hotel Name] because of [specific reason related to the hotel, e.g., its commitment to sustainability, exceptional guest services, etc.]. I believe my skills and passion for hospitality make me a perfect fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Hotel Name]. I am available at your earliest convenience for an interview.

Sincerely,

[Your Name]