Hotel Manager Job Application Letter

Christine Graham
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

12th January 2014

Dear Ms Graham,

I would like to introduce myself as a candidate for the Hotel Managers position that your company advertised yesterday on the Dayjob.com website.

As a seasoned professional, I feel I will be more than able to ensure that your guests are treated in a prompt, friendly and courteous manner whilst at the same time making sure that the highest standard of Hotel cleanliness, comfort, and safety are always adhered to. For the last three years I have been working as a Hotel Manager for Adams Hotels, where I have been responsible for managing the Food Service, Kitchen, Valeting, Housekeeping, Entertainment and Sales departments. I come to you from an experienced background, and will bring an assortment of knowledge and skills to every area of your business.

Aside from my technical abilities, my pleasant manner and excellent communication skills allow me diplomatically bring to a conclusion any guests' issues that may arise. I have an authentic style, natural curiosity and a warm way with people.

The enclosed resume provides a more detailed description of my education, interests, and work experience.

Right now I am ready to take the next step in my career and to be challenged in all areas of hospitality and guest service. For me it would be an honour to be a part of and contribute to a company like yours which concentrates on building loyalty and value for its guests.

Yours sincerely,

Your name
Address 1
Address 2
Tel: 00 44 121 638 0026
Email: info@dayjob.com