

Hotel Assistant Manager Cover Letter

Matthew Mcpherson
2181 Hillview Drive
Hayward, CA 94545
(333)-269-1534
[email]

Ms. Rosalyn Rivas
Ace Parking Management, Inc
4679 Roy Alley
Westminster, CO 80030

Dear Ms. Rosalyn Rivas,

I am very interested in the Hotel Assistant Manager position with Ace Parking Management, Inc and I am certain that I am the best applicant for this job.

You need an assistant that is alert, energetic and ready to support you as you strive to manage a successful and highly regarded hotel and I am that person. I have an associate degree in hotel management and I plan to continue my studies to enhance my career in the hospitality industry. I also have two years of experience working part-time as a front desk clerk where I provided outstanding customer service.

I have the ability to help manage the staff to ensure daily operations are running according to plan. I can assist them with their duties to help free up some of the manager's time so he/she can take care of other important business. I can make sure all staff members are reporting to work on time, dressed in proper uniform and providing the very best customer service possible.

I have very strong problem solving skills with the ability to take care of many of the issues that arise with the staff or the guests before they become a big issue. I can also deal with customer complaints and find ways to satisfy the guests that adheres to company policies and procedures.

I am bilingual with excellent communication skills and I am comfortable working with and serving guests from all ethnic backgrounds. I have the education, experience and skills to help keep the hotel organized, secure and functioning at full capacity.

You can reach me by calling (333)-269-1534.

Respectfully,

Matthew Mcpherson

Matthew Mcpherson