

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

14th January 2014

Dear Ms Graham,

I wish to apply for the position of Hotel Receptionist that was advertised last week on the Dayjob.com website.

I am at present working in a similar position for Adams Hotel, where for the last two years I have been responsible for being the first point of contact for all guests visiting the hotel. Apart from my superb customer service skills, I am also fully competent in front office operations, dealing with guests queries, checking guests in and out, operating the telephone switchboard and allocating guest bedrooms on the hotel booking system.

In addition to this, and as per your requirements, I am capable of greeting all guests in a professional, friendly and courteous manner, and have extensive knowledge of a hotel's facilities and services.

My key skill lies in being able to ensure that guests feel welcomed and valued so that when they leave it's a certainty that they will be back. Indeed I have been commended by my present employers for creating a professional, welcoming and reassuring atmosphere in the reception areas for all visitors and customers.

Right now I am at the stage in my career where I am ready to work for a prestigious and reputable company like yours. I would also like to add that I am familiar with your Hotels high reputation and am very eager to be associated with it.

I enclose a copy of my CV and hope you will look favourably upon my application.

Yours sincerely,

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