

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Hotel front desk cover letter

Dear

I was overjoyed to discover your job listing for a new front desk agent at [Mention the name] hotel as I am currently a front desk agent for the [Mention the name of the company]. I've developed a number of skills over the last [Mention the number] or more years working as a front desk agent, which should make me a strong contender for this role.

I've gained knowledge of hotel reservation procedures and client billing while working as a front desk representative at the [Mention the name of the hotel]. In addition, I continue to provide excellent customer service. I'm also pleased to share with you a number of successes at the front desk, including Won the [Mention the year] [Mention the name] award for outstanding service. A [Mention the percentage] customer satisfaction rating for front desk service, a hotel record.

I enjoy working at the front desk and providing top-notch customer service, as I hope these few accomplishments show. My first responsibility is making sure visitors to [Mention the place] have a fantastic time and enjoy their stay. I would love to talk to you about how I would bring the same commitment to service to the reception at [Mention the name] hotel if you would give me a moment.

I am aware of the experience you offer and the level of care that your visitors anticipate. Regarding this prospective opportunity, I am thrilled and would welcome the chance to meet down and talk about what I can add to your team. Please see my resume, which is attached. If you have any questions, don't hesitate to get in touch. I appreciate your consideration.

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]