**Robert Smith**

***Contact details***

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**Concierge**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Thanks for sharing the detailed Job description for the position of Concierge in your hotel. I have a total experience of …… years in the hospitality industry, in the past I have worked as …… with one of the well-known Hotel/Resort in the town. With my previous experience and expertise in this field I find myself the appropriate candidate for this job role, once given a chance I can be an asset to the Hotel and to the staff.

My work experience helped me learn a lot to be able to work like

* Being a local I have amazing knowledge of nearby tourist places, eateries, shopping malls and local markets.
* Time Management skill.
* Flexible for any shift timings.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]



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