

**Robert Smith**

**Front Desk Coordinator**

[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],

I'm writing to submit an application for the Front Desk Coordinator role that was just posted on the organization's website. I am certain that I possess the abilities and credentials you are seeking, and I am excited to use my knowledge for your company. Well over the previous four years, in my role as a Front Desk Coordinator, I've been in charge of overseeing the activities at the front desk and giving each visitor and guest top-notch service. I have a history of effective organizational performance, and I am sure that I can continue that trend for your business. Here are some of my professional highlights:

* I was in charge of welcoming and helping visitors, taking phone calls, and responding to questions and grievances.
* Successfully ran the front desk's operations, which included staffing, purchasing supplies, keeping records, and giving each visitor and guest good service.
* Creating and putting into practice new guidelines and processes that enhanced front desk functioning.
* The development and successful implementation of a new training course for fresh front desk personnel.
* Creating effective, positive relationships with all visitors and guests.
* I can react quickly to deal with unforeseen circumstances since I am a good problem-fixer.
* I've earned useful knowledge in several hospitality-related fields in conjunction with my front desk work. I've held positions as a waiter at several eateries and a porter at the Hilton Hotel. These encounters have helped me get great insight into how various accommodation sectors work together and ways in which they could be upgraded.
* I recently obtained my Master's in Hospitality Management and was named "Best Performer of the Year" for my educational excellence.

I appreciate being given the chance to express my interest in the position of Front Desk Coordinator. I am confident that I can bring a lot to your business, and I can't wait to have the opportunity to discuss this with you further. Kindly take a moment to review my resume in the attachment. I appreciate your thoughts and time.

Sincerely,

[Your Name]