|  |  |
| --- | --- |
| **robert smith**  **Guest Service Representative** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[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],

This Letter is regarding my interest in applying for the post of Guest Service Representative at [XXX Hotel]. I am a customer service professional with comprehensive expertise and experience in the field of hotel management. I am certain that my work experience aligns perfectly with the expertise you are seeking in the running of your hotel.

[XXX Hotel] is one of the most sought-after hotels in the district. Your ability to stay true to your words and provide outstanding standards for accommodation and service to your guests has never failed to amaze me. I believe I can significantly contribute to your hotel’s objectives.

I have four years of experience in guest service and relations at [YYY Hotels]. My experience has taught me to excel at assessing the needs of the hotel guests and developing efficient and effective methods to enhance the quality of service.

At my current place of work, I perform the following tasks and duties:

* Acted as a liaison between the hotel guest and the hotel management team.
* Passed the restaurant auditing experience and received an 82% hospitality score.
* Received good guest review scores as a result of my good professional work.
* Answered guest inquiries about the services offered by the hotel.
* Resolving issues between staff management and the guests.

From my current experience, I have acquired strong organizational and analytical skills, along with a systematic approach to come with solutions to resolve issues and concerns. I believe that working at your hotel will provide me with an excellent platform to upgrade my skills and abilities.

Thank you for your time and consideration.

Sincerely,

[Your Name]