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| **Robert smith**  **Hotel Duty Manager** | **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],

I came across your job posting in XYZ Company for the Hotel Duty Manager position, and I am interested in applying for it. I am the ideal candidate for this position due to my background as Hotel Duty Manager and I am confident that my additional customer service expertise and knowledge will be very helpful to your company.

I fulfilled the role of Duty Manager in XYZ Hotel and I effectively managed and supervised a variety of staff members and procedures. I am dedicated to providing first-class customer service, and I am constantly improving my skills to enhance the visiting experience of the guests. I am confident that I can provide quality customer service to the guest and can handle their request and requirements.

A few of my qualifications and credentials include –

* Personally attends to the VIP visitors and reserves special rooms for them.
* Works diligently to provide the guests with satisfactory service.
* Follows up and oversees every department to ensure that it is operating well.
* Received the highest ratings and most positive reviews from the guests.

Along with my experience and expertise, I also have a strong sense of motivation and work ethic. I have strong enthusiasm for providing excellent customer service. I want to appreciate your attention and time, and I hope to hear from you soon.

Sincerely,

[Your Name]