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| **robert smith**  **H0tel Front Desk Supervisor** | 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 have been a long-time fan of \*\*\*, and I was truly elated to see that your company is looking for a Hotel Front Desk Supervisor currently. I have strong experience in handling different types of guests and have been in this field for major organizations such as \*\*\*, and \*\*\*. This experience combined with my passion to serve customers would help me to take up the role of a Hotel Front Desk Supervisor in your company and give my best to the betterment and success of your organization’s mission. Highlights of my accomplishment as a Hotel Front Desk Supervisor include –

* Spearheading \*\*\*\*’s operation – managing a team of 20 employees, overseeing all aspects of front desk operations, while ensuring the guests are greeted and checked in on time.
* Record management is a vital part of any hospitality industry, and I excel in this skill, and can handle all guest's requests, and solve their complaints then and there
* Worked in several capacities including front desk clerk, guest service associate, and concierge, and provided my valuable skills in conflict resolution, multitasking, and customer service.
* The ability to lead and motivate team members, oversee the front office staff during all shifts, and develop a positive relationship with the team members
* Constantly praised for my leadership skills, and the ability to resolve problems and be resourceful to team members.
* Expertise in customer service- received numerous awards for my customer service skills including the recent one- the “Employee of the Month” award which was for excellence and effort to satisfy guests by going above and beyond my service parameters.

I take pride in providing exemplary customer service, and I strongly believe that these skills of mine would be a valuable addition to \*\*\*. I look forward to discussing this opportunity in further detail by meeting you in person. Thank you for your time and consideration.

Sincerely,

[Your Name]