

## **Sample Hotel General Manager Cover Letter**

Dear Mr. Hazelton,

I'm submitting my resume for your review and consideration in response to your ad for a Hotel General Manager. I started in the industry as a bellman at the Wysteria Hotel and have advanced to Assistant General Manager in just over a decade. During that time I earned a Bachelor's Degree in Hotel Management and feel I can bring the benefit of my experience and education to your establishment.

During my tenure as a student, I completed several courses that allowed me to apply qualitative and quantitative hospitality business skills to solve problems. Specifically in one of my courses, I worked with a team of five other students to evaluate a hotel's position, and develop effective solutions that satisfy the needs of multiple stakeholders. This type of hands on learning will be instrumental to my success in this position.

In my current position as Assistant General Manager I have oversight of the food lodging and housekeeping activities of the hotel. In addition I work hand-in-hand with the General Manager to ensure profitability exceptional customer service and high quality staff performance. Although there are multiple layers of management I have experience with most departments including marketing and sales and personnel. With my hands-on experience in almost every sector of the industry I believe I can step into the role of General Manager with every confidence of success. It's why I was asked to be interim General Manager because of an extended illness. The General Manager's health returned and the health of the hotel remained strong under my temporary management.

My ability to manage efforts of all departments within a hotel, in order to ensure complete customer satisfaction, has become the major part of my success throughout my career. I have strong leadership qualities to oversee the staff in a manner suitable to the hotel's outlook and image. I also have extensive knowledge of providing outstanding guest services by anticipating their needs and striving to execute them without delay. I am also proficient in managing the concerns of less satisfied guests by ensuring that they never leave the hotel without resolving any issues they had without a good outcome.

I'm ready for the next step in my career and I look forward to hearing from you at your earliest convenience to discuss this opportunity. I have attached my resume which details my relevant skills and qualifications. I would like to follow up during the week of October 20<sup>th</sup> via email to inquire about the status of my application. Thank you for your time and consideration.

Sincerely,

Harry Henderson

