**FRONT DESK COVER LETTER**

May 1, 20XX

Cody Fredrickson

(123) 456-7891

cfredrickson@email.com

Subject: Front desk clerk application

Dear Mr. Pat,

I was extremely excited to come across your job listing for a new front office clerk at Sarova Stanley Hotels and Resort. My dream has been to be part of the success story of your group of Hotels. I have been a receptionist at Blue Spa Hotels for the last seven years. Over the years, I have gained many skills that make me the best candidate for this position. At Blue Spa Hotels, I have to handle hotel reservation systems and client invoicing.

For three consecutive years, I have earned the award of the best customer service attendant. I am also proud to have scoped other prestigious awards in the hotel industry that include:

* 99.01% customer happiness rating in the past year
* Outstanding service award for Blue Spa Hotel years 20XX
* Team member award for the year 20XX

I believe these few achievements are proof of my exemplary customer service. My job is to ensure travelers enjoy their stay away from home. This is what I will bring into Sarova Stanley hotels. I will appreciate a meeting where we can talk more about what I can offer and your expectations for this role. I am available via phone and email. I look forward to meeting you in a few days.

Thank you.

Sincerely,

Angela Sanchez