Sample 1

Dear Mr. Edwards

I recently came across a concierge vacant position on your hotel's website, and I want to apply for this role. I have over nine years of hotel and service experience, and I enjoy helping guests during their stay. I have acquired a wide range of professional skills over the years. I believe these abilities will greatly benefit your hotel.

I started off my career as a waiter in a restaurant. This was an exciting role and I learnt how to deliver services in a fast-paced and challenging environment. I still work here, and after a few months as a waiter, I was promoted to a front-desk guest representative. Even thou this environment is not fast-paced, I understand what guests expect from a restaurant or hotel when they check in.

I believe that landing this role will immensely contribute to my personal growth. I can represent your hotel efficiently and in a professional manner.

I'm looking forward to hearing from you. Thank you for your time.

Yours Sincerely,

John Smith.