



COVER LETTER SAMPLE



Heading	→	John Doe 1234 Main Street Westside Florida 12345 John.Doe@gmail.com 1800 123456 01/01/2020
Greeting	→	Dear Mr. Smith
Introducing Yourself	→	My name is John Doe and I am a newly trained manager within the hospitality sector. I am very excited to have recently completed various courses in this field and am a driven and enthusiastic individual.
Reason For Writing	→	I am writing to you in response to your advert for the hotel manager position which was advertised on Facebook and would ask that you look over my enclosed resume and consider me for this position.
Education And Previous Experience	→	As mentioned previously, I have recently completed a variety of management courses including the following: • Advanced hospitality management • Management in the hotel industry For both of these courses, I passed with merit and also have qualifications in IT and Telecommunications, as well as a Diploma in Spanish. I previously worked within a 4 star establishment, and worked my way up from cleaner, to assistant manager. At which point, my previous employer put me forward for the training which I have just completed.
Why Are You Interested In This Position?	→	I am very interested in joining your hotel and the management role is something that excites me very much. In my previous job, I feel that I have gained all the necessary skills that I will need to excel in my career and am looking forward to employing these skills in a fresh new environment.
Why Should They Employ You?	→	I believe that it would be in your best interest to hire me as your new hotel manager because I am extremely hard working and dedicated to everything that I do. As well as this, I am excited to share a fresh and innovative approach to management which I believe will only benefit your establishment. I am keen to learn further skills in order to keep up with the latest information and techniques in the field and am looking forward to meeting new people and sharing ideas.
Closing Statement	→	I would like to take the time to thank you for considering my application and for spending your time reading this letter. It would be a pleasure to speak with you as soon as ever possible and I look forward to your correspondence.
Sign Off	→	Regards John Doe 

How To Make A Cover Letter

Chao Zhang



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