

MEERA PATEL

Operations Manager
Detroit, MI 12345
meerapatel@youremail.com
(123) 456-7890
[LinkedIn](#)

January 1, 2024

TYRONE JACKSON

Hiring Manager
Marriott
(987) 654-3210
tyronejackson@marriott.com

Dear Mr. Jackson:

I'm interested in applying for the general manager job with Marriott that I found on LinkedIn. With over 10 years of experience within the hospitality industry, I have a proven track record of leading change management initiatives to revamp operations for luxury hotels. My extensive background in operations would be a strong asset to your team in this position.

Marriott's reputation as a brand that truly values the guest experience attracts me to apply for this opportunity. As an operations manager at Four Season Hotel, I overcame numerous challenges during the COVID-19 pandemic to ensure safety and improve guest satisfaction. I can achieve similar results for your company based on my career achievements:

- Managed day-to-day operations and functions for a high-end hotel generating \$10 million in gross annual revenue, including staffing, vendor management, and guest relations
- Led a team of over 80 personnel, coordinated workflows, and identified operational enhancements to reduce overhead costs by 35%
- Spearheaded change management and training initiatives to improve service delivery and enhance the guest experience, resulting in a 20% increase in satisfaction scores

I hope to speak with you further regarding how my operations management experience in hospitality can help Marriott continue to improve the guest experience. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

(Insert Signature Here)

MEERA PATEL