

Sarah Irving

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Matthew Johnson

Marriott Hotel

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Mr. Johnson,

During my time at the Hilton Hotel as a front desk agent, I received a high number of positive reviews from guests for my high-quality service. My guest satisfaction ratings were consistently top three across the team. My ability to communicate with calmness and empathy will allow me to achieve similar success with your organization.

Marriott's reputation as a leader within the hospitality industry draws me to apply for the position. I have a passion for delivering a hotel experience that brings comfort and relaxation to others. I am confident that I can provide valuable contributions in the area of guest services based on my past accomplishments:

- Fielded various guest issues for a premiere hotel with over 200 rooms, communicated with kindness and empathy to determine ideal solutions, and achieved guest services scores of over 90% on surveys
- Conducted scheduling for hotel bookings, interfaced with customers to reschedule dates, and generated a 30% increase in enrollments for hotel rewards memberships
- Coordinated with departments throughout the hotel to communicate issues with rooms and ensure timely resolution to maintain guest satisfaction

I would like to schedule an interview to provide more insights into how my communication skills can aid your guest services department at Marriott. You may contact me via phone or email at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Sarah Irving