

# Jared Jackson

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456 My Street, San Diego, CA 76543

**Cynthia Roberts**

**Marriott Hotel**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

[month, day, year]

Dear Ms. Roberts,

As a general manager with over 10 years of experience within the hospitality industry, I've developed an expertise in operations management and strategic leadership. During my time at Four Seasons, I managed all aspects of daily operations for a high-end hotel generating \$10 million in gross annual revenue. I am confident my managerial skills and passion for hospitality can aid your organization in enhancing the guest experience in the hotel manager position.

Marriott has a storied heritage and reputation for innovation that has helped shape the modern hotel industry. Your mission statement of putting people first strongly aligns with my core values as a hospitality professional and draws me to apply for this position. I believe I can help your organization continue this long-standing reputation for excellence based on my career achievements:

- Oversaw day-to-day operations for a high-end hotel generating \$10 million in gross annual revenue, including staffing, human resources (HR) management, vendor management, and guest relations
- Led a team of over 100 personnel, coordinated workflows, and identified operational enhancements to reduce overhead costs by 35%
- Spearheaded change management and training initiatives to improve customer service and enhanced the guest experience, resulting in a 20% increase in guest satisfaction scores

I'd like to schedule an interview to provide more insights into how my hotel management experience can help your organization improve guest satisfaction and service. You may contact me via phone or email at your earliest convenience. Thank you for your time and consideration.

Best regards,

Jared Jackson