

Cover Letter Example



Your Name
Your Phone Number | Your Email | LinkedIn Profile
Date

Hiring Manager's Name
Company Name
Company Address

Dear Hiring Manager's Name,

I am delighted to apply for the Hospitality Manager position at [Company Name]. Throughout my career, I have enjoyed driving customer satisfaction and team success—most notably when I increased guest satisfaction scores by 30% in just one quarter at my previous venue through creative problem-solving and motivating team collaboration.

Your reputation for [something you value about the company, such as “innovative guest experiences” or “sustainable hospitality practices”] truly inspires me, and I am eager to contribute my energy and expertise to your purpose-driven team.

In my role as [Your Last Position] at [Your Last Company], I led a multidisciplinary team to turn around a project that was significantly behind schedule. By introducing a transparent management style and open communication, we not only met every target but also improved our service quality, earning client commendations and appreciation from senior management. This experience helped me develop resilience, agility in decision-making, and a commitment to building a positive work environment—skills I'm ready to bring to [Company Name].

Beyond daily operations, I have invested in [mention an achievement, certification, or special project—such as “food safety certification,” “launching an eco-friendly initiative,” or “completing advanced training in revenue management”] to expand my impact in hospitality management. Please feel free to view my portfolio or LinkedIn profile showcasing projects and testimonials from clients and staff.

I am excited about joining [Company Name] and taking part in [mention a specific project or initiative relevant to the company, such as “your new customer loyalty program” or “green venue expansion”]. Applying my experience in [key skills—e.g., team leadership, budget management, guest service excellence], I am confident I can help achieve your goals for the future.

Thank you for considering my application. I look forward to discussing how my background and ideas will contribute to the continued success and innovation of [Company Name]. Please contact me at [Phone Number] or [Email] to arrange a conversation at your convenience.

Warm regards,

[Your Name]