***Here’s a sample cover letter that supports the resume:***

Date

Name of person
Company/property name
Address
City, ST, Zip

Dear \_\_\_\_\_\_\_\_\_\_, *(Never use To Whom it May Concern. That tells a potential employer you have done no homework on the job or company. If you don’t care, why should they care?)*

*​*

Your position for (fill in the title and location of the job) interests me:

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* My progression through Housekeeping, Front Office, Restaurant Manager, Director Banquets and F&B Director at Westin, Hilton and Sheraton Hotels from 178-330 rooms has prepared me for your position.
* My resume indicates, I have successfully increased revenues and flowed over 70% of the increase to the bottom line.
* I have trained and developed staff to provide exceptional customer service.

The above have contributed to increased profits for my current employer.

I would enjoy doing the same for you.

Please take a minute to review my resume.

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Additionally, I have included my Management Style and Goals to give you a better understanding of who I am. Compare that style and goals with your teams.

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I will follow up (fill in date 10 days from the time you mail or email your information) to determine your interest.

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I have many contacts in the industry. If you have other vacancies, let me know and I will be glad to refer people to you.

Sincerely,

(Your name, address, phone, and email.)