

Jordan A. Thompson

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Acme Corporation

RE: Career Change Hotel Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Hotel Manager position at Acme Corporation, which I discovered on your company's careers page. With a robust background in operations management and a passion for the hospitality industry, I am excited about the opportunity to contribute to your team and help elevate the guest experience at your hotels.

In my previous role as Operations Manager at a fast-paced retail chain, I successfully implemented a customer service training program that led to a 25% increase in overall customer satisfaction scores within six months. This experience taught me the importance of creating an engaging environment for both customers and employees, a principle I believe is crucial in the hospitality sector. Additionally, I managed a budget of over \$1 million, optimizing resource allocation to achieve a 15% reduction in operational costs while maintaining service quality. These skills are directly transferable to managing hotel operations effectively.

Furthermore, I led a team of 25 employees, fostering a collaborative atmosphere that encouraged open communication and professional development. This resulted in a 40% decrease in staff turnover, which is vital in maintaining a consistent and high-quality service experience for guests. I am eager to bring this leadership experience and focus on team empowerment to the Hotel Manager role at Acme Corporation.

I am very interested in discussing how my background and vision align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan A. Thompson