

# Sophia Anderson

January 16, 2026

Acme Corporation

RE: Concierge

Dear Hiring Manager,

I am thrilled to apply for the Concierge position at Acme Corporation, as advertised on your careers page. With a proven track record in customer service and a passion for delivering exceptional guest experiences, I am excited about the opportunity to contribute to your team and help enhance the hospitality services you offer.

In my previous role as a Concierge at The Grand Hotel, I successfully managed a high volume of guest requests, ensuring that all inquiries were addressed promptly and efficiently. I implemented a new system for tracking guest preferences, which resulted in a 30% increase in repeat visits from satisfied clients. Additionally, I developed strong relationships with local vendors and service providers, enabling me to offer personalized recommendations that consistently received positive feedback from guests.

Furthermore, while working at The Luxury Inn, I orchestrated several high-profile events, including corporate retreats and wedding receptions. My attention to detail and proactive approach ensured that each event ran smoothly, leading to an increase in referrals from clients by 40%. I take pride in my ability to anticipate guests' needs and exceed their expectations, which I believe aligns perfectly with the standards at Acme Corporation.

I am eager to bring my expertise in guest relations and my commitment to outstanding service to your esteemed organization. I look forward to the opportunity to discuss how my background and skills can contribute to the success of Acme Corporation. Thank you for considering my application.

Sincerely,

Sophia Anderson