

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Concierge

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Concierge position at Acme Corporation, as advertised on your careers page. With a strong passion for hospitality and customer service, I am excited about the opportunity to contribute to your team and deliver exceptional experiences for your guests.

During my time as a front desk intern at the Grandview Hotel, I honed my skills in guest relations and service excellence. I successfully managed guest inquiries and requests, ensuring a prompt and courteous response at all times. My initiative to implement a new check-in procedure reduced wait times by 20%, significantly enhancing guest satisfaction during peak hours. Additionally, I collaborated with the events team to organize guest activities, which resulted in a 15% increase in participation rates for our weekend events.

I possess strong communication skills and a keen attention to detail, which I believe are essential qualities for an Entry Level Concierge. My experience working in a fast-paced environment, coupled with my ability to multitask effectively, will allow me to thrive in the dynamic atmosphere at Acme Corporation. I am eager to bring my positive attitude and dedication to service excellence to your esteemed company.

Thank you for considering my application. I would love the opportunity to discuss how my background and skills align with the needs of your team. I look forward to the possibility of contributing to the outstanding service at Acme Corporation.

Sincerely,

Jordan Lee Thompson