

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Hotel Manager

Dear Hiring Manager,

I am thrilled to apply for the Entry Level Hotel Manager position at Acme Corporation as advertised on your careers page. With a passion for hospitality and a strong commitment to customer service, I am eager to contribute to your team's success and help create memorable experiences for guests.

During my internship at Grandview Hotel, I successfully assisted in managing day-to-day operations, which included coordinating with staff, overseeing guest services, and ensuring the highest standards of cleanliness and safety. I implemented a new check-in procedure that reduced wait times by 20%, significantly improving guest satisfaction ratings. Additionally, my role involved organizing team training sessions that enhanced staff performance and resulted in a 15% increase in positive customer feedback over three months.

I graduated with a Bachelor's degree in Hospitality Management, where I was actively involved in the Student Hospitality Association. I led a team project that developed a marketing strategy for a local bed and breakfast, which increased their occupancy rates by 30% over the peak season. This experience honed my leadership and organizational skills, preparing me for the challenges of an Entry Level Hotel Manager.

I am excited about the opportunity to bring my background in hospitality and my dedication to excellent service to Acme Corporation. I look forward to the possibility of discussing how my experiences and aspirations align with the goals of your esteemed hotel. Thank you for considering my application.

Sincerely,

Jordan Smith