

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Hotel Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Hotel Manager position at Acme Corporation, as advertised on your careers page. With over eight years of diverse experience in the hospitality industry, I have honed my skills in hotel management and operations, making me an ideal candidate for this role. I am particularly excited about the opportunity to contribute to Acme's commitment to exceptional guest experiences and operational excellence.

In my previous role as a freelance hotel manager, I successfully revitalized a struggling boutique hotel, increasing occupancy rates by 35% within six months through targeted marketing strategies and enhanced guest services. By implementing a new booking system and training staff on personalized customer service, I was able to significantly improve guest satisfaction scores, as evidenced by a 4.8-star rating on major review platforms. Additionally, I coordinated a local partnership initiative that not only boosted community engagement but also led to a 20% increase in revenue during the off-peak season.

I am eager to bring my proven track record of improving operational efficiency and elevating guest experiences to a full-time position with Acme Corporation. I am confident that my combination of hands-on experience and strategic vision aligns well with your team's goals. I would welcome the chance to discuss how I can help drive the continued success of your hotel operations. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan A. Thompson