

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Hotel Manager

Dear Hiring Manager,

I am excited to apply for the Hotel Manager position at Acme Corporation as advertised on HotelJobs.com. With over eight years of experience in the hospitality industry, I am eager to contribute my expertise in hotel management, guest relations, and operations to your esteemed hotel. I have a deep admiration for Acme Corporation's commitment to delivering exceptional guest experiences and fostering a dynamic workplace culture, which aligns perfectly with my professional values.

In my previous role as Assistant Hotel Manager at the Grandview Hotel, I successfully led a team of 30 staff members and implemented a new training program that increased employee retention rates by 25% over two years. Additionally, I spearheaded a guest feedback initiative that resulted in a 15% increase in overall guest satisfaction scores on TripAdvisor, elevating our hotel's reputation within the highly competitive market. My ability to analyze operational efficiency led to a 20% reduction in costs through strategic vendor negotiations and improved inventory management, which directly boosted our bottom line.

I am particularly drawn to this opportunity at Acme Corporation because of your innovative approach to hospitality and your focus on sustainability. I believe that my hands-on experience and results-driven mindset will make a significant contribution to your team. I am eager to bring my leadership skills and operational insights to enhance the overall guest experience at your properties.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and discussing my candidacy further.

Sincerely,

Jordan Mitchell