

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Relocation Front Desk Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Front Desk Agent position at Acme Corporation, which I discovered on your careers page. With a solid background in hospitality and customer service, I am excited about the opportunity to contribute to your team and provide exceptional experiences for relocated clients.

In my previous role as a Front Desk Associate at Global Inn, I successfully managed a diverse range of customer needs, ensuring a smooth transition for guests during their relocation process. I implemented a new check-in procedure that reduced wait times by 25%, enhancing overall guest satisfaction. Additionally, I received the 'Employee of the Month' award twice for my proactive approach in resolving issues and improving service standards. I also collaborated with local service providers to create a comprehensive welcome package for newcomers, which included information on transportation, schools, and community resources, resulting in a 15% increase in positive guest feedback.

I am particularly drawn to this position at Acme Corporation due to your commitment to excellence in hospitality and support for those undergoing relocation. I am eager to bring my strong organizational skills and dedication to service to your team. I would welcome the opportunity to discuss how my background and passion for helping others can align with the goals of your organization. Thank you for considering my application.

Sincerely,

Jordan Taylor