

COVER LETTER SAMPLE



Heading

John Doe
1234 Main Street
Westside
Florida
12345
John.Doe@gmail.com
1800 123456
01/01/2020

Greeting

Dear Mr. Smith

Introducing Yourself

My name is John Doe and I am a newly trained manager within the hospitality sector. I am very excited to have recently completed various courses in this field and am a driven and enthusiastic individual.

Reason For Writing

I am writing to you in response to your advert for the hotel manager position which was advertised on Facebook and would ask that you look over my enclosed resume and consider me for this position.

As mentioned previously, I have recently completed a variety of management courses including the following:

- Advanced hospitality management
- Management in the hotel industry

For both of these courses, I passed with merit and also have qualifications in IT and Telecommunications, as well as a Diploma in Spanish. I previously worked within a 4 star establishment, and worked my way up from cleaner, to assistant manager. At which point, my previous employer put me forward for the training which I have just completed.

Why Are You Interested In This Position?

I am very interested in joining your hotel and the management role is something that excites me very much. In my previous job, I feel that I have gained all the necessary skills that I will need to excel in my career and am looking forward to employing these skills in a fresh new environment.

Why Should They Employ You?

I believe that it would be in your best interest to hire me as your new hotel manager because I am extremely hard working and dedicated to everything that I do. As well as this, I am excited to share a fresh and innovative approach to management which I believe will only benefit your establishment. I am keen to learn further skills in order to keep up with the latest information and techniques in the field and am looking forward to meeting new people and sharing ideas.

Closing Statement

I would like to take the time to thank you for considering my application and for spending your time reading this letter. It would be a pleasure to speak with you as soon as ever possible and I look forward to your correspondence.

Sign Off

Regards
John Doe



Cover Letter How To Tutorial

Ann Shaffer,S. Scott

Zimmerman,Beverly B.

Zimmerman,Scott Zimmerman

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The Guide to Basic Cover Letter Writing Public Library Association, Editors of VGM, 2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies

Vault Guide to Resumes, Cover Letters & Interviews Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on

winning interviews this best selling Vault guide is a comprehensive one volume job search source

The Guide to Basic Cover Letter Writing Steven Provenzano, 1995 Sooner or later you'll want to apply for a job and you know you won't be the only one applying To make your qualifications stand out from the crowd you have to know how to present them There's no better way to match your sales pitch to your reader's interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight

to your reader one on one

Cover Letters James Austin, 2017-08-11 What separates this book from the rest The unique

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step by step guide Making sure that you're confident and clear with each topic before moving on

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resume provides a snapshot of your professional background a well written cover letter offers you the chance to speak directly to your future employer showcasing your personality and enthusiasm for the role A cover letter is not just a formality

it's an opportunity It allows you to explain in your own words why you're the perfect fit for the job highlight your most relevant skills and experiences and demonstrate your knowledge of the company and its values This guide is designed to walk you through the process of creating a compelling cover letter that resonates with hiring managers and makes them eager to

meet you Whether you're a seasoned professional or entering the job market for the first time mastering the art of the cover letter is a powerful tool in your job search arsenal Let's dive in and discover how you can make your application shine

How to Write a Cover Letter Theodore Kingsley,2023-06-26 **Building Genre Knowledge** Christine Tardy,2009-07-15

Adopting an interdisciplinary perspective BUILDING GENRE KNOWLEDGE provides a unique look into the processes of building genre knowledge while offering a dynamic theory of those processes that is inclusive of both monolingual and multilingual writers a necessary move in today's linguistically diverse classrooms It will therefore be of great interest to researchers and practitioners in both first and second language writing studies *The Complete Idiot's Guide to the Perfect Cover Letter* Susan Ireland,1997 Provides advice on creating effective cover letters and includes sample cover letters for such situations as following up a job interview thanking someone for a job offer and requesting information The SAGE Guide to Writing in Criminal Justice Research Methods Jennifer M. Allen,Steven Hougland,2020-01-28 The SAGE Guide to Writing in Criminal Justice Research Methods equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Jennifer M Allen and Steven Hougland interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer researcher and student in criminal justice Focused on teaching students how to write in the academic setting while introducing them to a number of other writing tools specific to research methods such as writing literature reviews abstracts proposals and more The perfect companion for any criminal justice research methods course this brief text focuses on key topics that will benefit students in their classes and in the field The SAGE Guide to Writing in Corrections Steven Hougland,Jennifer M. Allen,2019-12-02 The SAGE Guide to Writing in Corrections equips students with transferable writing skills that can be applied across the field of corrections both academically and professionally Authors Steven Hougland and Jennifer M Allen interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer in their classes and in the field

Guide to Basic Cover Letter Writing Public Library Association,2000 *The Complete Guide to Writing Effective Résumé Cover Letters* Kimberly Sarmiento,2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter

Getting Hired D G Spare,2020-11-03 Getting Hired The Ultimate Guide to Writing the Perfect Cover Letter Learn Useful Tips On How to Write That Killer Cover Letter That Would Help You Secure The Job The job market nowadays is very competitive That's why it's necessary to do everything you can to stand out from all the other applicants who probably have the same qualifications as you You need to pay attention to everything about job hunting and this includes the cover letter you always send along with your resume This book aims to teach you to write a killer cover letter that would surely stand out from the crowd You will discover insider tips and tricks for making your cover letter jump off the pile and attract the attention of your prospective employer It would teach you how to really think deep about yourself your skills and experience

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