Date

Your Name

Street Address

City, MA Zip Code

Name of Employer

Address of Employer

City, MA Zip Code

Subject: Application for XXXX

Dear Recruiting Team at XXXX:

Please accept my resume and application for the XXXX position at Employer.

As you will note from my resume, I have experience as a XXXX at the XXXX Hotel as well as customer service experience as a XXXX at XXXX. In both positions, I learned the importance of providing sincere customer service and the importance of always having high quality standards.

I am known for my ability to work well in fast-paced environments while remaining calm, and I am a dependable team player.

I would appreciate the opportunity to interview for this position, and I thank you, in advance, for your consideration.

Sincerely,

Your Name