

# Anthony Brown

## Hotel Manager

*Sean Merchant  
Hiring Manager  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF*

*Date: 6<sup>th</sup> March 2013*

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Hotel Manager. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. These points coupled with my proven ability to work to the highest standards, have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Monitor and oversee all operational areas of a hotel.
- Provide strong leadership to the hotel, conference and banqueting staff.
- Regularly coming up with new and effective ways of generating more business for the hotel.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting establishment like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

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