

Bell / Valet Cover Letter

5016 Mertie Springs West Sylvester, IN 05636-6719

Dear Haven Champlin,

I submit this application to express my sincere interest in the bell / valet position.

Previously, I was responsible for our guests with valuable insider information about tourist attractions, and restaurants.

My experience is an excellent fit for the list of requirements in this job:

- Welcomes guests upon drive-up arrival and when directing guests to their rooms
- Assists incoming and outgoing guests carrying baggage to and from their rooms
- Is knowledgeable and informs guests of upcoming events/ functions in the hotel and in the surrounding area (including times, dates, and costs)
- Responds to guest needs including delivery of guest mail/packages, left behind items and any other requests received from guests or Front Office Managers
- Arranges for the appropriate transportation of guests to and from the hotel when necessary
- May oversee and/or direct parking in coordination with security during heavy check-in periods and bus arrivals
- Ensures baggage is secured and tagged at guest request to store baggage
- Safely and efficiently driving and parking all vehicles in designated spaces according to brand standards

I really appreciate you taking the time to review my application for the position of bell / valet.

Sincerely,

Marion Hickle