

Concierge Cover Letter

907 Jarrett BypassCronashire, FL 30793

Dear Max Hermiston,

In response to your job posting for concierge, I am including this letter and my resume for your review.

Previously, I was responsible for guest information on hotel amenities, fitness facility, CHI the Spa, Miantiao Restaurant, Front Desk, parking and general directions, as needed.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Fluent in both Dutch and English in both writing and spoken
- Previous experience in a upscale international hotel chain
- A good level of physical fitness – able to lift up to 25kg per bag
- Local knowledge would be a definite advantage
- Wellness Clerk
- Be flexible to work on a rotating roster, including evening shifts, public holidays and weekends
- Has a full NSW Driver's License (manual & automatic)
- High energy with an inclination for problem-solving in a fast-paced environment

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Haven Cartwright