

Front Desk Cover Letter

7379 Lonny CanyonWilliamburgh, GA 25236

Dear Jordan Reinger,

Please consider me for the front desk opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for input on administrative policies and procedures for CSUHN Counseling Services as necessary.

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

- Appropriately address guest concerns in a quick and efficient manner
- Complying with all standards and regulations to encourage safe and efficient hotel operations
- Troubleshooting any system issues
- Maintaining regular attendance in compliance with company policy
- Maintaining and organizing work area regularly
- Issuing safety deposit boxes in compliance with hotel policies
- Assisting with meeting room setup and tear down
- Customer service or hotel Front Desk experience (Hyatt preferred)

Thank you for your time and consideration.

Sincerely,

Jordan Leuschke