

# Front Office Manager Cover Letter

7175 Rogahn MountGlennchester, MD 64608

**Dear Indigo King,**

I submit this application to express my sincere interest in the front office manager position.

In my previous role, I was responsible for regular feedback to Guest Room Attendants and House Persons on specific job responsibilities and guest service.

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

- Update guest profile and maximize the utilization of ACDC reports to personalize and make guest stay experience a memorable one
- Develops, implements and maintains new incentives to motivate employees and maximize hotel revenue
- Ensures effective utilization & productivity of all staff through staff planning, hiring, scheduling & adhering to budget
- Experience in training & developing teams, implementing best practices to consistently be creative & innovative
- Thorough knowledge of hotel services and facilities
- Fluency in a foreign language, preferably French
- International experience and multi-lingual skills will be preferred
- Excellent communication skills with diverse constituents (teachers, students, parents, and other stakeholders)

**Thank you for your time and consideration.**

Sincerely,

Tyler Wiegand