

# Valet Manager Cover Letter

3245 Connelly FieldsSouth Allan, MA 83384

**Dear Rowan Block,**

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

In my previous role, I was responsible for instructions and information regarding the amenities of the room and property services based on our brand standards.

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:

- Parking management/supervisory experience is preferred
- Directly supervises 10 to 15 employees in the Parking Department
- Knowledge in valet services, clothing supplier and programmed orders
- A proven track record of being courteous, having a sense of urgency, and maintaining a high level of safety
- Previous experience in Forbes rated luxury property preferred
- Assist General Managers in daily operations of hotel and is acting GM in the GM's absence
- Ensure the safety and well-being of all hotel guest, associates and vendors
- Assist in creation and implement annual budget with ongoing monitoring of budget

**Thank you for taking your time to review my application.**

Sincerely,

Onyx Mitchell