

Valet Manager Cover Letter

2353 Monte FlatNew Ilene, VA 35373

Dear Zion Carter,

I would like to submit my application for the valet manager opening. Please accept this letter and the attached resume.

Previously, I was responsible for guests with information concerning hotel policies and amenities/services.

Please consider my experience and qualifications for this position:

- Perform other tasks that are deemed necessary to the success of Pearl, the hotel and the associate
- Capable of performing all duties included in the operation of the ski valet area
- Guest Services experience is an asset
- Knowledge of business writing, basic accounting and business metrics
- Knowledge of the client's facility, including outlets, meeting rooms, amenities, main attractions in the area, parking rates, and other pertinent information
- Performs duties independently with minimal supervision
- Includes the hiring of new or replacement associates, and discharging of associates not performing their job tasks properly and disciplining associates when necessary
- Indiana State Driver's License

Thank you for considering me to become a member of your team.

Sincerely,

Robin Beier