

Your Name

222 Every Road, Any Town, AA1 1BB

Mrs Jane Smith
ABC Company
All Streets
Any Town
YY1 1ZZ

(Date)

Dear Sir/Madam,

Application for the role of Hotel Receptionist

I would like to apply for the role of Hotel Receptionist that I have seen advertised in (which publication, when and any job reference).

I am an experienced receptionist who is very interested in applying for this role. I have had previous experience in working as a receptionist supporting self catering apartments and I feel that I have gained some similar experience to what you are looking for in this role.

I feel that I have excellent communication skills, a good telephone manner and an ability to deal with guests and customers well. I am organised and thorough, I understand the duties that will be required in this role and feel that I could perform these well.

I am very efficient and presentable. I like to learn new skills and am happy to do whatever training I need to in order to ensure that I am the most effective in my work.

Please find attached CV for your consideration. I am happy to answer any questions that you may have regarding my application.

Thank you for taking the time to read my application. I look forward to hearing from you.

Yours sincerely

NAME SURNAME