

Your Street Address
City, State Zip Code
Telephone Number
Email Address

Month, Day, Year

Mr./Ms./Dr. FirstName LastName
Title
Name of Organization
Street or P. O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr. First Name LastName:

While researching the hospitality industry in the Puget Sound region, I learned of the Four Seasons Olympic Hotel. As a current student at the University of Washington majoring in English, my passion for customer service aligns well with the open position. My interest in the hospitality industry comes from my desire to be part of international business because of the industry's strong connection to global business. The Four Seasons hotels serve a large international population, and my bilingual Japanese and English skills will allow me to reach a range of customers.

As a bilingual receptionist at the Tokyo International Airport, my work involved assisting clients from Japan and many other countries. From this experience I developed strong oral communication skills as well as excellent customer service due to my consistent interaction with the public. Because of my earlier work experiences and extensive travel to English speaking countries, my familiarity with a wide range of cultures and adaptation to new environments grew.

This hotel prides itself on providing excellent customer service and an exceptional hotel experience which is one of the many aspects that excite me about this corporation. I look forward to talking with you and please feel free to contact me by the phone number or email listed on my resume. Thank you for considering my application.

Sincerely,

(Hand written signature)

Type your name here