

Mr William TAYLOR
Flat 7
Fairview
73 Newington Road
EDINBURGH
EH9 1QW

Mr Mark JONES
Flat 16
Greenacres
314 Oxford Street
LONDON
W1 2QJ

09 December 2014

Dear Mr JONES,

Application to the Hotel Manager position

During the past seven years in this industry, I have come to realize that my true passion is hotel operations. With the vacancy of the hotel manager position, I have the opportunity to realizing my goal of leading a large department while doing what I love.

I feel as though I have gained the respect of my peers at Treasure Island, and could begin to immediately make an impact if chosen for this position. Through consistency, determination, and hard work, I have moved my way up through this company and would like to continue the momentum that I have built.

I appreciate the opportunity to interview with you to further tell you why I am qualified for this position. I value your opinions and look forward to working more with you.

William TAYLOR