

Mr William TAYLOR  
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Dear Mr JONES,

**Rooms Division Manager**

I have recently relocated to the area from Butler, PA where I held the position of General Manager for the Comfort Inn. Prior to my accepting the GM position I had served in many capacities in the hospitality industry as noted in my resume. I have been involved in the initial opening of a hotel and I have maintained the ongoing operations of a hotel during renovations. My commitment to excellent customer service has been recognized by Choice International Hotel corporate offices, local tourism boards, multiple groups, and many individuals. My love of the industry filters over into the employees that I have had the honor to work with. Through training and example, those individuals exhibited the same commitment to customer satisfaction. I work as team member and as a coach.

My experience and work ethic would make me an excellent choice for the position of Rooms Division Manager at your property. I also understand the importance of your reputation as an institution in Berea, KY. This must be foremost in your consideration for a candidate for this position. I am southeastern Kentucky born and raised and I understand the significance of the Boone Tavern in Kentucky's history. It would be an honor to associate myself with such a wonderful place with such rich tradition.

Thank you in advance for your time and consideration. I look forward to speaking with you.

William TAYLOR