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# Hotel Receptionist Cover Letter Example

Dear [Recipient's Name],

I am excited to apply for the Hotel Receptionist position at [Hotel Name]. With three years of experience working in the hospitality industry, I understand the importance of creating memorable experiences for guests.

At [Previous Hotel], I managed reservations, greeted guests with warmth, and efficiently handled inquiries and requests. My dedication to maintaining high standards of service contributed to increased guest satisfaction ratings.

I believe my passion for hospitality and commitment to excellence would make me a valuable addition to [Hotel Name]. Thank you for considering my application.

Sincerely,

[Your Name]