

## Cover letter template

Name:

Address:.....

Tel:.....

Email:.....

Mr HR,  
Operations Manager,  
Fourston Tower Hotels,  
Peterborough, ON M8Y A7C  
Canada

November 2, 2008 **RE: Customer Services Manager Position**

Dear Mr. Johnson,

I am writing in response to your advertisement in the Daily Tribune on October 31 seeking a Customer Services Manager for your hotel. You will find my resume included with this letter.

As you will see from my attached resume, my skills and experience match the position you are filling.

*Of particular relevance* is my 7 years experience working in hotel chains, and my certificate in hotel management.

I am aware of the excellent *reputation* of your hotel and it would be an honor to be part of such a well-respected team.

I look forward to hearing from you, and having the opportunity to meet with you to discuss how I can *enhance* your organization.

Yours sincerely,

Anna Hampton