

# William J. Sites

Hotel Manager

## FROM

**William J. Sites**

Hotel Manager

## TO

**Caitlin Selleck**

Hilton

## DETAILS

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## COVER LETTER

Dear Hiring Manager,

I am writing to express my interest in the Hotel Manager position at Hilton. With over 10 years of experience in the hospitality industry, I am confident that I possess the necessary skills and qualifications to excel in this role.

As a Hotel Manager, my primary role has been to ensure the smooth operation and success of various hotels. I have extensive knowledge in all aspects of hotel management, including but not limited to revenue management, guest satisfaction, and team leadership.

One of my greatest strengths is my exceptional leadership skills. I have a proven track record of building and managing high-performing teams. At my current position, I have implemented training programs that have resulted in a 50% decrease in employee turnover. My approachable nature and effective communication style have also helped me maintain a positive work culture within the team.

Moreover, I am highly organized and detail-oriented, which allows me to efficiently manage multiple tasks and projects simultaneously. My excellent problem-solving skills have also enabled me to handle any issues or challenges that may arise effectively.

My passion for hospitality combined with my strong work ethic has driven me to achieve great success throughout my career. I believe that these qualities make me an ideal candidate for the Hotel Manager position at Hilton.

Thank you for considering my application. I look forward to the opportunity to discuss further how I can contribute to the continued success of Hilton.

Sincerely,

William J. Sites