Human Resource Manager  
Jewel Paradise Cove Resort  
Runaway Bay

St.Ann  
Jamaica

To whom it may concern.

Dear Sir/Madam

I am applying for a job in the front office department within your organization.

I understand that for one to be successful in this position they must be able to communicate well, must be willing to go the extra mile to ensure guest satisfaction while maintaining the high standard of the company. I can assure you that I will be able to deliver all the above and more as I love interacting with people while maintaining a level of professionalism. I admire working in an organization which places emphasis on professionalism and guest satisfaction.

I am currently enrolled at the University of The West Indies and I have experience working both locally and overseas with organizations which emphasizes guest satisfaction and I have learned a lot from them and now I am more able to work with guests and to make them satisfied. The customer care lessons I took throughout my course at college has taught me a lot about dealing with customers. I am very hard working and responsible, I would really appreciate getting the opportunity to work with this organization and I promise you won’t regret hiring me.

Please see my resume for additional information on my training and experience.

I can be reached at anytime via email at [danieldawson2011@hotmail.com.com](mailto:danieldawson2011@hotmail.com.com) or by telephone, 584-2331.

Thank you for your time and consideration. I look forward to speaking with you regarding this employment opportunity.

Sincerely,

Daniel Dawson