April 10, 2023

Mrs. Jonna A. Lopez

Front Office Manager

Grand Lune Hotel

Bacoor, Cavite City

Dear Mrs. Lopez,

I was excited to learn about the Bellman position with Grand Luna Hotel posted on your company website and would greatly appreciate your considering my placement in this role. I've closely reviewed the needs and requirements for this role and believe that my qualifications have prepared me to contribute immediate value to your organization.

While in school, I worked hard to hone my message delivery and guest errand assistance skills. I am focused and attentive to detail when addressing high-volume task loads to meet deadlines. I am inspired by making a positive impact by applying handling luggage skills and my problem-solving abilities allow me to address challenges to achieve results.

My academic experiences have served me well in developing my customer service, management, and teamwork skills. I work well to use clear and concise communication to interact professionally with co-workers, supervisors and customers. I look forward to speaking with you regarding my skill set and attributes which I believe will serve as an asset to support Grand Luna Hotel's goals. Please take a moment to review my attached resume. Thank you for your time and consideration.

Sincerely,

Joshua A. Dimasacat