

HAKIZIMANA SHEMA FAYSAL

Tel: +250787384312

shemafaysal@gmail.com

On 10th December 2019

RE: Applying for the role of a Front Desk clerk

Dear Hiring manager,

I am writing to express my interest in the hotel front desk position and my qualifications match the requirements in your posting.

I have three years of experience working as a front desk manager for a small hotel chain. I have recently earned a diploma in hotel management and my courses focused on housekeeping, economics, accounting and administration. I am searching for a long-term position with a hotel where I can utilize my skills to their fullest potential. The attached resume contains a complete experience and skills relevant to this position but here is a brief look at what I have to offer your establishment.

My experience includes performing administrative duties such as creating schedules and delegating tasks. It also includes making and recording reservations, collecting payments, assigning rooms and managing maintenance issues. I also handled the books, performed nightly audits and kept an accurate account of all foods and beverages delivered to the rooms.

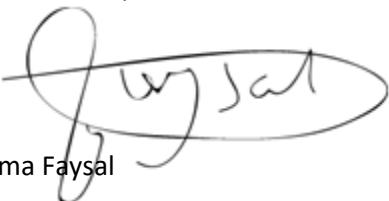
I have the ability to keep daily operations running smoothly by supervising the personnel to make sure they are performing their duties correctly and keeping all equipment maintained and office supplies stocked. I possess excellent interpersonal and problem solving skills with the ability to ensure all guests receive exceptional service and to take care of any problems quickly and efficiently.

My enclosed resume will serve to provide you with greater details of my background and what I have to offer. If you're interested in my skills please do not hesitate to contact me and I will be happy to answer any questions that you may have regarding my skills and experience and I am now looking for a new challenge and would like to get involved with your hospitality.

Thank you for your consideration,

I look forward for a positive reply.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Shema Faysal', enclosed within a large, loopy oval shape.

Shema Faysal