March 12, 20\*\*

Mr. John Overholt

Director of Human Resources

HighRise Hotels

2115 Spring Street

Columbus, Ohio 43215

Dear Mr. Overholt:

While researching hotels in central Ohio, I found a link to your web page and was truly impressed by what I read. HighRise Hotels have served as landmarks for me when I travel and I have always been impressed with the quality of service I received as a guest at your hotels. I am eager to contribute my skills and experiences to your organization because of your reputation for quality; therefore the Assistant Manager position listed on your “Career Opportunities” page is of special interest to me.

In May I will be graduating from Otterbein University with a bachelor’s degree in management. While in school, I developed strong organizational and customer service skills that will serve me well as a hotel manager. I have consistently sought out situations where I have a chance to interact with the public. As a telemarketer and restaurant server, I learned to respond quickly in fast-paced situations and communicate well with a wide range of personalities. As a resident assistant for two years, I organized eight social and educational events for students, negotiated conflicts between roommates, and led a committee that planned an overnight camping event in which over 25 students participated.

My organizational skills were honed during my internship with the Cystic Fibrosis Foundation, where I developed schedules for four volunteer groups, organized the volunteers for the annual phone-a-thon, and solicited donations for and hosted the raffle table at a money-raising event involving more than 300 people. I also discovered that I sincerely enjoy engaging with the public and working as part of a team to solve problems and manage projects.

I am confident my experiences qualify me for a management position at HighRise Hotels. I will call you next week to set up a meeting at your convenience. Should you require additional information, I can be contacted at the phone number listed on my resume. Thank you in advance for your time and consideration.

Sincerely,

*Casey Cardinal*