

## 9. General Manager Application Letter for Hotel or Hospitality Business

**Subject:** Application for the Position of General Manager

Dear Hiring Manager,

I am writing to apply for the position of General Manager at your esteemed hospitality organization. With more than nine years of experience in hotel management and guest service leadership, I am confident that my skills and management expertise will allow me to contribute positively to your organization's continued success.

In my previous role as Operations Manager at a well-known hotel, I was responsible for managing daily hotel operations, supervising department heads, and ensuring that guests received exceptional service. My responsibilities included overseeing front desk operations, coordinating housekeeping services, managing budgets, and maintaining quality standards across all departments.

Throughout my career in the hospitality industry, I have focused on improving guest satisfaction and operational efficiency. By implementing improved service standards and staff training programs, I successfully increased customer satisfaction ratings and enhanced the overall guest experience. I strongly believe that excellent leadership and teamwork are essential for maintaining high service standards in the hospitality industry.

In addition to operations management, I have experience in staff recruitment, financial planning, marketing coordination, and performance monitoring. My leadership approach focuses on building motivated teams that are dedicated to delivering excellent customer service.

I am particularly interested in joining your organization because of its reputation for quality hospitality services and strong customer relationships. I believe that my leadership experience, operational knowledge, and commitment to service excellence make me a strong candidate for the General Manager position.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience can support the continued success of your organization.

Sincerely,  
[Your Name]

