

# Jared Jackson

General Manager  
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**CYNTHIA ROBERTS**

Senior Hiring Manager  
Marriott Hotel  
(987) 654-3210  
cynthiaroberts@marriot.com

Dear Ms. Roberts,

As a general manager with 10+ years of experience within the hospitality industry, I've developed an expertise in operations management and strategic leadership. During my time at Four Seasons, I managed all aspects of daily operations for a high-end hotel generating \$10M in gross annual revenue. I am confident that my managerial skills and passion for hospitality can aid your organization in enhancing the guest experience in the hotel manager position.

Marriott has a storied heritage and reputation for innovation that has helped shape the modern hotel industry. Your mission statement of putting people first is one that strongly aligns with my core values as a hospitality professional and is what draws me to apply for this position. I believe that I can help your organization continue this long-standing reputation for excellence based on my career achievements:

- Oversaw day to day operations for a high-end hotel generating \$10M in gross annual revenue, including staffing, HR management, vendor management, and guest relations
- Led a team of 100+ personnel, coordinated workflows, and identified operational enhancements to reduce overhead costs by 35%
- Spearheaded change management and training initiatives to improve customer service and enhanced the guest experience, resulting in a 20% increase in guest satisfaction scores

I'd like to schedule an interview to provide more insights into how my hotel management experience can help your organization to improve guest satisfaction and service. You may contact me via phone or email at your earliest convenience. Thank you for your time and consideration.

Best regards,

*(Insert Signature Here)*

**JARED JACKSON**