
DAVID JOHNSON

Jersey City, NJ 07312 ♦ (555)555-5555 ♦ david.johnson@monster.com

Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Hospitality position at Hospitality Co, as advertised. As a recent graduate with a Bachelor of Arts in Hospitality Management, I am eager to contribute my skills and enthusiasm for delivering exceptional guest experiences within your esteemed company.

Throughout my academic journey, I have honed strong interpersonal skills that allow me to connect with individuals from diverse backgrounds. My education has equipped me with the knowledge and practical insights necessary for excelling in fast-paced environments like yours. I thrive on teamwork and collaboration, understanding that great service is achieved through collective effort.

Customer service is a passion of mine; I believe that every guest deserves an experience that leaves them feeling valued and cared for. My dedication to maintaining high standards of service aligns well with Hospitality Co's commitment to excellence and integrity. Additionally, my attention to detail ensures that every aspect of guest interactions is thoughtfully managed.

While I may not have formal work experience in hospitality, my strong problem-solving abilities enable me to adapt quickly in challenging situations. I am motivated by the opportunity to support event planning efforts and assist in daily operations while learning from seasoned professionals at your organization.

I am excited about the possibility of contributing to creating memorable moments for guests at Hospitality Co. Thank you for considering my application; I look forward to the opportunity for further discussion.

Sincerely,

David Johnson