Min Chen

123 Main Street, Anytown, CA 12345 · 555-555-5555 · min.chen@email.com

March 1, 2021

Neil Fowler

Director, Human Resources

Moose Lake Lodge

123 Business Rd.

Business City, NY 54321

Dear Mr. Fowler,

Please accept my application for the position of front desk assistant at the Moose Lake Lodge. I believe that my hospitality and front-of-store experience as a cashier at the Bob's Discount Dollar store make me an excellent candidate for the desk assistant position. While working at Bob's I had the opportunity to greet and interact with people of all ages on a daily basis.

I also have experience handling a variety of customer payment systems. My cashier experience made me comfortable handling cash, checks, and debit and credit cards. Additionally, as a math major, I can assure you that all my customer transactions will be accurate.

Additionally, as an administrative assistant in my school's registrar's office, I was constantly interacting with young students as well as older staff and faculty. I found the work rewarding and was able to answer student questions and address their concerns with confidence and ease.

As a camp counselor, I gained valuable experience working with children and parents. I feel I have the ability to interact with people from different backgrounds and that my friendly and helpful demeanor would put Moose Lake Lodge guests at ease and feel welcome at your establishment.

I am confident that my hospitality skills and ability to handle a variety of payment types make me an ideal candidate for the front desk assistant position. I have enclosed my resume and will call within the next week to see if we can arrange a time to speak.

In the meantime, thank you for your time and consideration.

Sincerely,

*Signature* (hard copy letter)

Min Chen