

MICHELLE WILLIAMSON

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[Date]

[Contact Name, Title]

[Company]

[Address]

[City, State Zip]

Dear Mr. or Ms. ([Contact's Last Name](#)): or Dear Hiring Manager:

When I learned of your need for a Reservation Sales Agent, I felt compelled to present my candidacy detailing my experience and credentials for your consideration. I'm confident that my 20+ years of experience in guest service management, customer hospitality, hotel and restaurant operations, and sales, combined with my Hospitality Education degree, technical expertise, professional certifications, and volunteer work have prepared me well for this opportunity with NAVIS.

Throughout my career, I excel at meeting guest needs, spearheading different events, and creating unique solutions to yield profitable outcomes. Recognized as an engaging and articulate communicator, I am pleased to offer a breadth of strong experience in ensuring outstanding guest accommodation, Microsoft, and customer service. Moreover, I am highly skilled in collaborating with peers, prioritizing responsibilities, and promoting services and offerings to drive revenues and achieve top-notch guest satisfaction. I am widely commended for remarkable results in areas of inventory control, quality assurance, process reservations, hospitality engagement, and brand management.

My leadership style focuses on engaging team members to communicate, dynamically solve problems, and deliver the highest quality solutions. With sharp organizational skills, careful attention to detail, and my ability to work with speed and accuracy, I know I will be a valuable asset to your team.

A small selection of my key accomplishments includes...:

- Elected as Employee of the quarter at Rosen Hotels and Resorts in 2017.
- Received recognition as Manager of the Quarter at Adams Mark Hotel in 2007.
- Presented by Rosen One Step Further Award 2018 for going above and beyond for guests and clients.

My resume is enclosed for your review and consideration. I would appreciate the opportunity to meet with you and discuss how my qualifications will be beneficial to your organization's success. If you agree that an interview could be to our mutual benefit, please contact me at the telephone number listed above or via email. I will also follow up with you directly in the next few days, regarding the position.

Warm Regards,

Michelle Williamson

Enclosure: Resume