

Pro-Active Human Resource Management – sample letter

Changing career focus within the same industry

Format as per letter writing handout

(Salutation)

Thank you for speaking with me today about a possible opening for a Trainee Manager in the front or back office.

As stated, I have a solid background in the hospitality industry and I have just returned from the Eastern States, where I worked for the Grand Palace Hotel as a Senior Reservations Clerk.

No doubt you are aware that the Grand Palace has a 5 star rating and a reputation for excellent service.

I am interested in working for the (*name hotel group*) as a Trainee Manager because you have a reputation for providing your employees with opportunities for career advancement within the organisation, in Australia and overseas.

My enclosed resume sets out the breadth of my experience, especially in front of the house positions.

I appreciate your consideration of my application and will be happy to attend a personal interview in anticipation of a position becoming available in the near future.

Yours sincerely

Name

Enc. Resume