

Wua David Sekav
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Dear Hiring Manager,

I am writing to express my interest in the Front Desk position at your establishment. With a strong passion for customer service and creating positive guest experiences, I am excited about the opportunity to contribute to your team and support the high standards of service expected in the hospitality industry.

I bring excellent communication skills, a professional appearance, and the ability to remain calm and efficient in fast-paced environments. I am confident in handling guest check-ins and check-outs, managing reservations, responding to guest inquiries, and resolving concerns promptly and courteously. I also have experience using computer systems and handling cash transactions accurately.

My goal is always to make guests feel welcome, comfortable, and valued from the moment they arrive until their departure. I am highly organized, dependable, and able to work flexible shifts, including weekends and holidays when required.

I would welcome the opportunity to discuss how my skills and enthusiasm can contribute to your front desk team. Thank you for considering my application. I look forward to the possibility of speaking with you.

Yours sincerely,
Wua David Sekav