

2314 N. Joplin Street
Pittsburg, KS 66762

April 16, 2017

Mr. James Hall
Comfort Inn
106 W. 21st Street
Pittsburg, KS 66762

Dear Mr. Hall:

This letter is in regards to your part-time reservationist position. This wonderful opportunity was found on the Gorillas4Hire website through Pittsburg State University. What I liked about Comfort Inn is that the rooms are beautiful and very affordable. Recently, some of my family visited Pittsburg and made reservations with you. They enjoyed the indoor pool, décor and remarked that the service was excellent. I am very interested in this position because it would allow many opportunities to utilize the skills I have already gained and to meet and work with a great group of people along the way.

After researching your company vision, my observation was that customer service is key. As my attached resume shows, I have a few years of meeting and exceeding individual customer service needs. In a business such as yours, the customer must walk away being happy about their choice to stay at Comfort Inn. I have an abundance of energy, a fun personality, and the customer's will always come first. Having worked for Wayne Kennon, a local lawyer, I can organize paperwork, files, and priorities accurately. Additionally, my academic background in communications will assist with the challenges and goals that you require.

Thank you for your time in reviewing my application. In closing, please allow me to speak with you in person about some other abilities I can contribute to your opening. You can contact me at 918-801-5060 any time for an interview.

Sincerely,

Gail Gordon

Enclosure: Resume