I am responding to your advertisement in the *Texas Post* for the Assistant Manager position. I have the credentials you are seeking and believe I can be a valuable asset to [change to hotel name using building block].

In May, I will be earning my bachelor’s degree in Hospitality Management from Greenville College. My relevant coursework includes the following:

Restaurant management 18 hours

Nutrition 15 hours

Tourism management 12 hours

Hotel management 12 hours

In addition to my college coursework, I have the following experience:

Assistant to school cafeteria director

Volunteer in Hope Mission kitchen

Developed website and Facebook page for local café

I look forward to hearing from you to schedule an interview and to discuss my career opportunities at [change to hotel name using building block].