

Job Title

Reception Team Member – Travelodge Hotels (UK) – Faringdon

Overview

We have regular rewards and recognition activities such as 'FAB Fridays' and 'Housekeeping Heros'. Your job will be to work across all departments within the business from checking in customers through to Working the bar and ensuring our guests have a brilliant stay.

Qualifications

No specific qualifications needed, just a passion for hospitality.

Responsibilities

- Check in customers.
- Work across all departments within the business.
- Work the bar and ensure our guests have a brilliant stay.

Benefits

- Fun friendly environment
- 50% discount on rooms plus food and drink, as well as friends and family discount.
- £50 Travelodge voucher on each work anniversary
- Pension scheme totalling 8% (employer contribution 3%)
- Discounts off many high street retailers and mobile phone providers such as Vodafone.
- Opportunities to develop into Management roles through our 'Aspire Programme'
- Opportunity to earn more through our Team member incentive schemes

#J-18808-Ljbffr

Cover letter

I am excited to apply for the Hotel Receptionist position at Anguilla Great House. With over a year of experience in the hospitality industry, I have developed very strong customer service and organizational skills that allow me to create a warm and professional experience for every guest that comes to the hotel.

In my previous role, I learned how to manage a fast-paced environment and perform well under pressure while maintaining a calm and welcoming attitude. I take pride in ensuring guests feel comfortable and valued from check-in to check-out. My attention to detail, teamwork, and passion for hospitality make me confident that I would be a great addition to your front desk team.

Further the more I would love the opportunity to bring my enthusiasm and commitment to excellent service to Anguilla Great House. Thank you for considering my application — I look forward to the opportunity to discuss how I can contribute to your guest experience.

NAME , ADDRESS , PHONE, EMAIL

OBJECTIVE

Throughout my lifetime I've been a well-mannered, positive and hard working individual. Any establishment that I am employed in I will give my all towards accomplishing my duties. Anything needed to work alongside staff members efficiently, give customers their best business experience and uphold the business establishment's reputation; these expectations will be met.

SKILLS

- Communication
- Problem-solving
- Critical thinking
- Time management
- Leadership

EXPERIENCE

AUG 2023 – AUG 2024

RECEPTIONIST ASSISTANT | GREAT HOUSE HOTEL & RESORT

AUG 2024 – SEP 2025

WAITRESS | JULUCA CAP HOTEL & RESORT

Key responsibilities: welcomed tourists into our fine business establishment with proper manners, politely and respectfully as possible. Other duties I encountered on a daily basis were answering phone calls, research, and checking business related emails.

EDUCATION

BA Business Management | Ongoing | **University of Wales Trinity Saint David**

GCSE'S | 07/2023 | SOUTH & CITY COLLEGE

COMMUNICATION

Solid communication between co-workers and customers, some of different languages, were keen and an amazing ability I quickly developed.

LEADERSHIP

Being ahead in reception, all bookings and inquiries were sent through me. This led to me having to get what's needed to be done by contacting whomever and have it met to the highest standard. I take pride in anything I do always.

MANAGEMENT

Working in a fast paced company teaches the best time management skills that can be acquired. Quick yet a professional level of service was provided utilising organisational skills to never drop below a high standard.