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**To:** [Cathy Rawlings](#); [Jason Gray](#)  
**Cc:** [Dierenfeldt, Stacy \(MKCZC\)](#)  
**Subject:** [EXTERNAL] Hyatt Place Kansas City/ Overland Park/ Convention Center  
**Date:** Sunday, March 24, 2024 10:29:45 AM

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Good afternoon,

My name is Tyler and I am the Assistant General Manager at the Hyatt Place Kansas City/ Overland Park/ Convention Center. We are currently seeking a motivated and enthusiastic Front Desk Associate to join our team.

We believe this position would be a great fit for hospitality students at JCCC looking to gain valuable hands-on experience in the select service industry. In this role, the successful candidate will be responsible for providing the complete guest experience; to include handling front desk operations, taking and preparing F&B orders from the Placery Cafe, tending to the breakfast buffet, servicing of the meeting rooms and ensuring a smooth and welcoming experience for all.

We are particularly interested in students with the following skills and experience:

- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Ability to work effectively in a fast-paced environment
- Detail-oriented and proactive problem-solving skills
- Proficiency in Microsoft Word and Excel (or similar programs)
- Ability to lift, pull, and push moderate weight (minimum of 20 lbs.)
- Must have schedule flexibility for both AM/PM shifts, weekends and holidays
- Must be 18 years or older

We are confident that JCCC's hospitality program can connect us with qualified students who are eager to begin their careers in hospitality. We would be happy to provide a more detailed job description and answer any questions you or your students may have about the position. Please let me know if you are interested in collaborating to share this opportunity with your students.

Thank you for your time and consideration. We look forward to hearing from you soon.

All the best,

**Tyler Jennings**

Assistant General Manager

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*#1 Upscale Brand in the 2018 Business Traveler News Hotel Brand Survey*

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