

Stephen Craig Mitchell
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July 7, 2026

Hiring Manager

[COMPANY NAME]

Re: [ROLE TITLE] Application — Stephen Craig Mitchell

Dear Hiring Manager,

I am writing to express my strong interest in the [ROLE TITLE] position at [COMPANY NAME]. I am a VIP operations and high-touch service professional with a rare combination of private trust operations, VIP hospitality, and high-acuity caregiving experience — a profile built on discretion, anticipation, and execution under pressure.

My background includes VIP lead operations at premier Las Vegas attractions, operational command-center work for a Private Family Trust, and high-touch customer service across 3,900+ interactions with a perfect rating. I have handled \$15,000+ daily cash reconciliation at 100% accuracy, trained operators on safety and POS protocols, and maintained NDA-grade confidentiality throughout a five-year trust engagement.

In the first 90 days I would shadow operations to learn the preferences and protocols of your principals or guests, take ownership of specific client relationships or events within 60 days, and by day 90 deliver flawless execution of a high-profile engagement. I understand that VIP operations are invisible when done well — and catastrophic when done poorly.

I am based in Henderson, NV, available immediately, and can operate remotely, hybrid, or on-site as needed. I would welcome the opportunity to discuss how my VIP operations experience and service judgment can support [COMPANY NAME]'s high-value clients.

Respectfully,

Stephen Craig Mitchell

P.S. My background combines VIP guest judgment, high-volume cash accuracy, and NDA-grade discretion — a rare mix for high-touch operations.