Dear Ms. Annie Jefferson,

I am applying for the Hotel Cleaner position with Garden City Hotel and I hope that you will consider me for this position.

I have years of experience cleaning homes so I know what to expect from this job and I am confident that I have the skills your establishment is searching for in an applicant. I have the ability to follow company policy when cleaning the rooms and to do a thorough and professional job within the time allowed to ensure all rooms are cleaned and ready for the next check-in time.

I have excellent time management skills and the ability to follow a cleaning plan. However, I also understand that the plan will need adjusting daily to accommodate the needs of the guests. I have very good people skills and a pleasant and friendly personality. I can provide the guests with clean towels and toiletries or perform any cleaning duties they request such as emptying trash or changing the bed sheets without inconveniencing them.

I am in good physical condition with the ability to bend, lift and stand for long periods in order perform the duties required by this position. I am also very observant and will notice and report any items missing or damage done to the room or furnishings after checkout. When not cleaning the rooms, I have the ability to help keep the lobby, hallways and other areas of the hotel clean and presentable.

You can reach me to arrange an interview by calling (555)-555-5555 and I hope to meet with you soon.

Respectfully,

Signature

Pamela Ratliff

Encl: Resume

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