The Human Resource Management

Airport View Hotel

Post office Box…….

Airport Residential Area

Accra.

APPLICATION FOR EMPLOYMENT AS A CLEANER

I humbly write to your noble institution to apply for a job as a cleaner.

I pride myself in providing a quality cleaning service and also able to work effectively under little or no supervision. I put 100% into everything I do and am fully prepared for the demanding challenges in the world. I have comprehensive knowledge of working with hygiene.

On a personal level, I am polite, flexible, punctual, reliable and enjoy working as part of a team. I can multi task sometimes and diligent in delivering my work.

I like to work for an institution like this that is publicly committed to having diverse workforce and which positively welcomes application from all sectors of the community.

I look forward to discussing my capabilities as well as the position with you.

Please do contact me regarding an interview. I hope my application would be meet your favorable consideration.

Thank you.

Yours faithfully,

…………………..

[Your Name]

[Your Number]