

HAKIZIMANA SHEMA FAYSAL

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On 10<sup>th</sup> December 2019

RE: Applying for position of housekeeping

Dear recruiter,

I'm writing to you in reference to the recent housekeeping opening on your hotel.

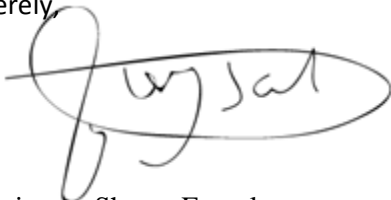
I am a methodical and amenable professional with years of experience in the housekeeping industry and I am excited to be applying for this position. I think that I'm a perfect match for this position as your job description matches perfectly with my abilities and the 2+ years of experience I have gained this industry.

Currently, I'm employed at DMALL HOTEL as a housekeeping, where I have familiarized myself with and used all of the cleaning materials and tools. I have also been tasked with training assisting and supervising a team of 7 staff members, where I demonstrated strong leadership and organization skills, along with a solid work ethic. I have become an expert at managing staff and delegating work effectively, and possess super communication skills that allow me to quickly fit into any existing team. I also previously worked at Romalo Guest House where I learned the basics of general duties like dusting, cleaning, vacuuming, and completing other tasks.

Right now I am interest in elevating my professional prospects by working for a company like yours that values hard work, effort and loyalty in a management role.

I have attached my resume for your review and would very much welcome a personal meeting with you to discuss your needs and my ability to meet them.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shema Faysal', enclosed within a large, loopy oval shape.

Hakizimana Shema Faysal