

# HOUSEKEEPING COVER LETTER

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Oct 30, 2018

Hiring Manager's Name

341 Company Address

Palo Alto, California 94301

(xxx) xxx-xxxx

hiring.manager@gmail.com

Dear Mr./Mrs./Ms. [Manager's Name],

I'm writing to you in reference to the recent job opening for Housekeeping Manager on your website.

I'm a methodical and friendly professional with years of experience in the housekeeping industry, and I'm excited to be applying for this position. I think that I'm a perfect match for this position, as your job description tracks perfectly with my abilities, and the 6+ years of experience I've gained in this industry.

Currently, I'm employed at The Venetian Hotel as a housekeeper, where I've familiarized myself with and used all of the cleaning materials and tools. I've also been tasked with training, assisting, and supervising a team of 7 staff members, where I demonstrated strong leadership and organizational skills, along with a solid work ethic.

I've become expert at managing staff and delegating work effectively, and possess superb communication skills that allow me to quickly fit into any existing team. I also previously worked at Boston Court Yard Hotel where I learned the basics of general housekeeping duties like dusting, polishing, vacuuming carpets, removing marks from walls, cleaning furnishings, straightening desk items and performing other floor care duties.

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

YOUR NAME

# Sample Keeping Letter

**Ying-Ying Zheng**



## **Sample Keeping Letter:**

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