HOUSEKEEPING COVER LETTER

(XXX) XXX-XXXX | your.name@gmail.com | 142 Your Address Blvd, City Name, CA XXXXX

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

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Sales & Pitch Letters for Busy People George Sheldon, 2007-01-01 Sales and marketing is a fast paced environment and there is never enough time to write good letters letters that will communicate convince and close Sales Pitch Letters for Busy People will help salespeople at every level save time and avoid having to produce sales and pitch letters from scratch Sales Pitch Letters for Busy People is a handy quick reference guide that not only tells you how to write virtually any kind of sales pitch letter but includes a wide range of samples that you can easily and guickly adapt and use right now This book includes concise easy to use writing tips and resources that get attention and results Packed with solid writing advice and useful techniques it also includes a CD ROM that contains templates not only for all of the sample letters included in the text but even more This guide will cut the time you spend on writing sales marketing and pitch letters in half and will help you get the results you want and need Don t worry about finding the right word or phase or even the right format of your sales correspondence the work has been done for you The AMA Handbook of Business Letters Jeffrey L. Seglin, Edward Coleman, 2002 This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar quidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words punctuation guidelines abbreviations and telephone and online grammar hotlines The CD ROM contains all of the sample letters from the book which can be customized for immediate use Seglin teaches magazine publishing in the graduate department of writing literature and publishing at Emerson College Annotation copyrighted by Book News Inc Portland OR AMA Handbook of Business Letters Jeffrey Seglin, Edward Coleman, 2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You ll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University's graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence

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Arcata Planning Area Resource(s) Management Plan (RMP) ,1989 Preserving the Future of Long Island Sound United States. Congress. Senate. Committee on Government Operations. Subcommittee on Executive Reorganization and Letters for Promoting the Silk Manufacture on the Coast of Coromandel James Government Research, 1970 ANDERSON (M.D., Physician General at Madras.),1794 The Food and Drug Manual, Instructions to Officials, Analysts, and Inspectors of the Bureau of Chemistry Relating to the Procedure for the Enforcement of the Food and Drugs Act of June 30, 1906 United States Department of Agriculture. Chemistry Bureau, 1920 Hearings Before the Committee on Expenditures in the Post Office Department, House of Representatives, on House Resolution, No. 109, to Investigate the Post Office Department ... United States. Congress. House. Committee on Expenditures in the Post-Office Decisions and Orders of the National Labor Relations Board United States. National Labor Department, 1912 Relations Board, 2015 Fundraising for Social Change, 2011-01-07 Since it was first published in 1988 Fundraising for Social Change has become one of the most widely used books on fundraising in the United States Fundraising practitioners and activists rely on it for hands on specific and accessible fundraising techniques and it has become a required text in dozens of college courses around the country This fifth edition offers the information that has made the book a classic proven know how on asking for money planning and conducting major gifts campaigns using direct mail effectively and much more The book has been significantly changed to include new technology e mail online giving and blogs and contains expanded chapters on capital and endowment campaigns how to feel comfortable asking for money how to recruit a team of people to help with fundraising and how to build meaningful relationships with donors In addition this essential resource contains new information on such timely topics as ethics working across cultural lines and how to create opportunities for fundraising more systematically and strategically System, 1907 **Report** United States. Congress. House, Federal Contract Compliance Manual United States. Office of Federal Contract Compliance Programs, 1990 New Pest Response Guidelines Joel Floyd, 2004

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Table of Contents Sample Keeping Letter

- 1. Understanding the eBook Sample Keeping Letter
 - The Rise of Digital Reading Sample Keeping Letter
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Keeping Letter
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Keeping Letter
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Keeping Letter
 - Personalized Recommendations
 - Sample Keeping Letter User Reviews and Ratings
 - Sample Keeping Letter and Bestseller Lists
- 5. Accessing Sample Keeping Letter Free and Paid eBooks

- Sample Keeping Letter Public Domain eBooks
- Sample Keeping Letter eBook Subscription Services
- Sample Keeping Letter Budget-Friendly Options
- 6. Navigating Sample Keeping Letter eBook Formats
 - o ePub, PDF, MOBI, and More
 - Sample Keeping Letter Compatibility with Devices
 - Sample Keeping Letter Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Keeping Letter
 - Highlighting and Note-Taking Sample Keeping Letter
 - Interactive Elements Sample Keeping Letter
- 8. Staying Engaged with Sample Keeping Letter
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Keeping Letter
- 9. Balancing eBooks and Physical Books Sample Keeping Letter
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Keeping Letter
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Keeping Letter
 - Setting Reading Goals Sample Keeping Letter
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Keeping Letter
 - Fact-Checking eBook Content of Sample Keeping Letter
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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