

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Housekeeper

Dear Hiring Manager,

I am excited to apply for the Career Change Housekeeper position at Acme Corporation, which I discovered through your recent job posting on Indeed. With a strong background in customer service and a keen eye for detail, I am eager to transition into a role that allows me to contribute to maintaining a clean and welcoming environment for your clients. I am truly impressed by Acme Corporation's commitment to excellence, and I believe my skills align perfectly with the values you uphold.

In my previous role as a Front Desk Associate at a busy hotel, I developed a thorough understanding of the importance of cleanliness and organization in creating a positive guest experience. I took the initiative to implement a tracking system for housekeeping requests, which reduced response times by 30%. This experience taught me not only the significance of a meticulous approach to housekeeping but also how to work collaboratively with diverse teams to meet guest needs efficiently. Additionally, during a volunteer stint at a local community shelter, I led a team to organize a deep-cleaning project that revitalized the facility, enhancing the residents' living conditions and overall morale.

I am enthusiastic about the opportunity to bring my strong work ethic, attention to detail, and proactive problem-solving skills to the Career Change Housekeeper position at Acme Corporation. I look forward to the possibility of discussing how my background can contribute to your esteemed team. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Smith