

Jordan Anderson

January 16, 2026

Acme Corporation

RE: Career Change Housekeeping Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Housekeeping Manager position at Acme Corporation as advertised on your careers page. With a passion for creating clean and welcoming environments, I believe my skills and experiences align perfectly with the values of your organization and I am excited about the opportunity to contribute to your team.

In my previous role as a Facilities Coordinator at Greenway Hotels, I successfully implemented a new inventory management system that reduced supply costs by 20% within the first six months. This initiative not only streamlined operations but also improved the overall efficiency of housekeeping staff, enabling them to focus more on guest satisfaction. Furthermore, I led a team of 15 in a complete renovation of our cleaning protocols, introducing eco-friendly products and practices that resulted in a 30% increase in positive customer feedback regarding cleanliness over the course of the year.

I am particularly drawn to the Housekeeping Manager role at Acme Corporation because of your commitment to excellence and sustainability in housekeeping operations. I am eager to bring my background in facilities management and my strong leadership abilities to your team, ensuring that every guest experiences the high standards of cleanliness and comfort that Acme is known for. I am confident that my proactive approach and dedication to quality will make a positive impact at your organization.

I look forward to the possibility of discussing how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon about how I can contribute to your esteemed team.

Sincerely,

Jordan Anderson