

# Maria Johnson

January 16, 2026

Acme Corporation

RE: Entry Level Housekeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Housekeeper position at Acme Corporation, which I found on your careers page. With a keen eye for detail and a strong commitment to providing exceptional service, I believe I would be a valuable addition to your team. I am excited about the opportunity to contribute to a company known for its high standards and dedication to cleanliness and guest satisfaction.

In my previous role as a part-time cleaner at a local community center, I developed a strong foundation in maintaining cleanliness and organization in various environments. I took the initiative to create a cleaning checklist, which improved our team's efficiency and ensured that all areas were consistently cleaned to a high standard. Additionally, I received positive feedback from both staff and visitors regarding the welcoming atmosphere I helped to create. My experience has taught me the importance of attention to detail, time management, and effective communication, which I believe are crucial skills for a Housekeeper.

I am particularly drawn to this role at Acme Corporation because of your commitment to excellence and guest satisfaction. I am eager to bring my skills in cleaning and customer service to your team and am confident that my proactive approach can contribute to maintaining the high standards that your company is known for. I would appreciate the opportunity to discuss my application in further detail and am looking forward to the possibility of working together to create a clean and welcoming environment for your guests. Thank you for considering my application.

Sincerely,

Maria Johnson