

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Housekeeping Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Housekeeping Manager position at Acme Corporation, which I discovered on your company careers page. With a strong commitment to maintaining high cleanliness standards and a passion for providing exemplary service, I am eager to contribute my skills to your esteemed team.

During my time as a housekeeping intern at Sunshine Resort, I successfully coordinated daily cleaning schedules for a team of five housekeepers, improving efficiency by 20% and ensuring that all guest rooms were ready ahead of check-in times. Additionally, I implemented a new inventory management system for cleaning supplies, which resulted in a 15% reduction in stock costs while ensuring that all necessary items were readily available. My proactive approach not only enhanced team productivity but also significantly improved guest satisfaction scores during my tenure.

I am particularly impressed by Acme Corporation's commitment to sustainability and customer satisfaction, and I am excited about the opportunity to bring my experience in quality control and team leadership to your organization. I am confident that my strong organizational skills and dedication to maintaining a clean and welcoming environment align perfectly with the goals of your team. I would love the chance to discuss how I can contribute to the continued success of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan Smith