

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Housekeeping Manager

Dear Hiring Manager,

I am thrilled to apply for the Freelance To Full Time Housekeeping Manager position at Acme Corporation, as advertised on your careers page. With a solid background in the hospitality industry and proven experience in overseeing housekeeping operations, I am eager to contribute to your team and help elevate the standards of cleanliness and guest satisfaction at your properties.

In my previous role as a freelance housekeeping supervisor for several luxury hotels, I successfully implemented a comprehensive training program that enhanced staff productivity by 25%. By streamlining cleaning procedures and introducing quality control checklists, I ensured that each guest room met the highest cleanliness standards, resulting in a 15% increase in positive guest reviews. Additionally, my proactive approach to inventory management led to a 20% reduction in supply costs, allowing the hotel to allocate resources more effectively.

I am particularly skilled in fostering a collaborative and motivated work environment. During my time managing a diverse team of housekeepers, I established a recognition program that improved team morale and reduced turnover by 30%. My ability to communicate clearly and provide constructive feedback has consistently resulted in high-performing teams that exceed operational expectations.

I am excited about the opportunity to bring my expertise in housekeeping management to Acme Corporation and to discuss how I can contribute to your commitment to excellence. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Smith