

Maria Gonzales

January 16, 2026

Acme Corporation

RE: Housekeeper

Dear Hiring Manager,

I am excited to apply for the Housekeeper position at Acme Corporation, which I found listed on Indeed. With a strong background in maintaining cleanliness and organization in various environments, I am eager to bring my skills and dedication to your team. I have always prioritized creating a welcoming atmosphere for guests and residents, which I believe is crucial for the success of any establishment.

In my previous role at Green Lake Hotel, I consistently received positive feedback from both guests and management for my attention to detail and commitment to excellence. I successfully implemented a new cleaning schedule that improved efficiency and allowed the housekeeping team to maintain high standards across the property. As a result, our guest satisfaction scores increased by 20% during my tenure, reflecting my ability to contribute positively to the customer experience.

Additionally, while working at Sunnyvale Assisted Living, I took the initiative to train new hires on best practices for sanitation and safety protocols. This not only helped in maintaining a hygienic environment but also fostered a culture of teamwork and accountability within the staff. My dedication to maintaining a clean and safe space for residents played a significant role in our facility receiving a commendation from the local health department.

I am very interested in the opportunity to discuss how my experience and skills align with the needs of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your team.

Sincerely,

Maria Gonzales