

Jessica L. Ramirez

January 16, 2026

Acme Corporation

RE: Housekeeping Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Housekeeping Manager position at Acme Corporation, as advertised on your company's careers page. With over seven years of experience in the hospitality industry, I am excited about the opportunity to contribute to your team, ensuring the highest standards of cleanliness and guest satisfaction.

In my previous role as a Housekeeping Supervisor at a renowned hotel, I successfully led a team of 20 staff members, improving overall housekeeping efficiency by 25% through the implementation of a new training program focused on best practices and time management. Additionally, I initiated a sustainable cleaning initiative that reduced our supply costs by 15% while enhancing our environmental stewardship, which was well-received by both guests and management alike. My strong attention to detail and commitment to excellence allowed us to consistently achieve high scores in guest satisfaction surveys, often ranking us among the top hotels in the region.

I am particularly impressed by Acme Corporation's commitment to quality and innovation in hospitality. I am eager to bring my skills in team leadership and process improvement to your esteemed organization. I would love the opportunity to further discuss how my background, achievements, and vision align with the goals of your housekeeping department. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jessica L. Ramirez