

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Housekeeper

Dear Hiring Manager,

I am excited to apply for the Internship Housekeeper position at Acme Corporation, which I discovered on your careers page. With a strong interest in hospitality and a passion for ensuring clean and welcoming environments, I believe this role aligns perfectly with my skills and career aspirations. I am eager to contribute to your team and learn from the dedicated professionals at Acme Corporation.

During my time volunteering at a local community center, I developed effective cleaning and organizational skills that would be beneficial for the Internship Housekeeper role. I was responsible for maintaining the cleanliness of various facilities, including restrooms, kitchens, and event spaces. By implementing a structured cleaning schedule, I was able to increase overall satisfaction among visitors by 30%, as measured by feedback surveys. Additionally, I coordinated with fellow volunteers to prepare for events, ensuring that all areas were spotless and presentable, which resulted in successful gatherings that received positive reviews from attendees.

Furthermore, I have a keen eye for detail and take pride in my ability to identify areas that need improvement. While working part-time at a local hotel, I consistently received positive feedback for my thoroughness and efficiency. I assisted in training new staff on cleaning protocols, which enhanced our team's performance and maintained high standards of cleanliness. I am confident that my ability to work collaboratively and my commitment to excellence will make me a valuable asset to Acme Corporation.

I am very enthusiastic about the opportunity to discuss how my skills and experiences align with the goals of your housekeeping team. Thank you for considering my application. I look forward to the possibility of contributing to the exceptional standards at Acme Corporation and am excited about the learning opportunities this internship presents.

Sincerely,

Jordan Taylor