

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Housekeeping Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Housekeeping Manager position at Acme Corporation, which I found listed on your careers page. With a strong commitment to maintaining high standards of cleanliness and organization, I am excited about the opportunity to contribute to your team while gaining valuable experience in the hospitality industry.

During my previous role as a housekeeping assistant at the Grand Oak Hotel, I successfully implemented a new inventory tracking system that reduced supply costs by 15% over six months. By analyzing usage patterns and coordinating with suppliers, I ensured that our team had the necessary materials while minimizing waste. Additionally, I was recognized for my ability to train new staff members, leading workshops that improved team efficiency and enhanced customer satisfaction ratings, as indicated by positive feedback from both guests and management.

I am particularly impressed by Acme Corporation's commitment to sustainability and innovative practices, and I believe my proactive approach to problem-solving aligns well with your company's values. I am eager to bring my skills in organization and team leadership to your esteemed organization and help maintain the high standards that your guests expect. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the outstanding service at Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and am excited about the opportunity to work with such a respected team.

Sincerely,

Jordan Taylor