

Jessica Thompson

January 16, 2026

Acme Corporation

RE: Promotion Housekeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Housekeeper position at Acme Corporation as advertised on your careers page. With a strong background in housekeeping and a passion for maintaining high standards of cleanliness, I am excited about the opportunity to contribute to your team and ensure a welcoming environment for all guests.

In my previous role as a Senior Housekeeper at Green Leaf Resort, I successfully implemented a new cleaning protocol that reduced guest complaints by 30%. By training staff on best practices and enhancing our inventory management system, I was able to improve efficiency and ensure that all cleaning supplies were adequately stocked. Additionally, I received the Employee of the Month award twice for my dedication to excellence and proactive approach in maintaining high standards across multiple departments.

I believe my hands-on experience in housekeeping, combined with my ability to lead and motivate a team, makes me an ideal candidate for this position. I am particularly drawn to the opportunity at Acme Corporation because of your commitment to sustainability, and I have successfully integrated eco-friendly practices into my cleaning routines, significantly reducing waste and promoting a healthier environment.

I am eager to discuss how my experience and skills can benefit Acme Corporation and contribute to the high standards you uphold. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can be an asset to your team.

Sincerely,

Jessica Thompson