

# Jessica M. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Housekeeping Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Housekeeping Manager position at Acme Corporation as advertised on your careers page. With over six years of experience in the hospitality industry, particularly in housekeeping management, I am excited about the opportunity to contribute to your team and uphold the high standards of quality and service that Acme is known for.

During my tenure as a Housekeeping Supervisor at XYZ Hotel, I successfully implemented a new training program that reduced onboarding time for new staff by 30%, while increasing overall team productivity. This initiative not only improved employee retention rates but also enhanced guest satisfaction scores, which rose by 15% as measured by our customer feedback surveys. Additionally, I spearheaded a project focused on sustainability, introducing eco-friendly cleaning supplies and processes, which decreased our monthly supply costs by 20%. These experiences have equipped me with the skills necessary to lead a diverse housekeeping team effectively and foster an environment of continuous improvement.

I am particularly drawn to this role at Acme Corporation because of your commitment to excellence and innovation in hospitality. I am eager to bring my background in process optimization and team leadership to your organization. I am confident that my proactive approach and dedication to maintaining high standards would be a valuable addition to your team.

I would welcome the opportunity to further discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jessica M. Thompson