

Maria Gonzalez

January 16, 2026

Acme Corporation

RE: Relocation Housekeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the position of Relocation Housekeeper at Acme Corporation, as advertised on your careers page. With a strong background in housekeeping and a passion for creating welcoming and comfortable living environments, I believe I would be a valuable addition to your team.

In my previous role at Luxury Retreats, I successfully managed the housekeeping services for a portfolio of over 15 high-end properties. I implemented a systematic approach to inventory management, which reduced supply costs by 20% while ensuring that each property was consistently stocked with the necessary supplies. Additionally, I developed a training program for new team members that emphasized attention to detail and customer service, resulting in a 30% increase in positive guest feedback regarding cleanliness and overall satisfaction. These experiences have equipped me with the skills required to maintain the highest standards of cleanliness and organization, especially in a relocation setting where transitioning families require extra care and consideration.

I am excited about the opportunity to bring my experience to Acme Corporation and contribute to your commitment to excellence in relocation services. I would welcome the chance to discuss how my background and skills align with the needs of your team. Thank you for considering my application, and I look forward to the opportunity to speak with you soon.

Sincerely,

Maria Gonzalez