

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Relocation Housekeeping Manager

Dear Hiring Manager,

I am excited to apply for the Relocation Housekeeping Manager position at Acme Corporation, as advertised on Indeed. With a solid background in hospitality management and a proven ability to lead effective housekeeping teams, I am confident in my ability to enhance the quality of service provided by your esteemed organization during relocation projects.

In my previous role as Housekeeping Supervisor at Global Stays, I successfully managed a team of 25 staff members, implementing a training program that reduced cleaning time by 30% while maintaining high standards of cleanliness and guest satisfaction. This initiative not only improved service efficiency but also contributed to a 20% increase in positive guest feedback, an achievement I am particularly proud of. Additionally, I played a key role in overseeing the housekeeping operations for a major relocation project that involved moving 100+ guests into new accommodations within a tight timeline. My ability to coordinate logistics and ensure seamless transitions led to a 15% improvement in overall guest satisfaction scores during that period.

I am eager to bring my expertise in housekeeping management and my commitment to exceptional service to Acme Corporation. I look forward to the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application; I am excited about the possibility of contributing to the success of your relocation initiatives.

Sincerely,

Jordan Thompson