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# Example of Hotel Room Attendant Cover Letter

447 Brakus Gardens
Langworthmouth, AK 99827

**Dear Riley Nienow,**

I submit this application to express my sincere interest in the hotel room attendant position.

Previously, I was responsible for team members with the tools (programs, materials, etc.) necessary to insure on-going training, and to update them concerning hotel policies, guest programs, specific promotions or goals, reservation taking, and use of computer systems.

Please consider my experience and qualifications for this position:

* Maintains linen cart and supplies neat and organized to department standards
* Reports lost and found articles to supervisor
* Able to operate pressing and steaming equipment
* No experience needed, but hotel housekeeping, custodial, house cleaning or janitorial experience is helpful
* Cleans assigned areas thoroughly, making the necessary arrangement, replenish linen and guest supplies
* Inspect areas of the room to ensure all items are stocked in orderly fashion
* Clean guest rooms as assigned, ensuring the hotel's established standards of cleanliness
* Assisting House person in the removal of soiled linen and trash

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Quinn Williamson