

# Assistant Executive Housekeeper Cover Letter

201 Doyle PlainsLake Maryannaburgh, OR 73052

**Dear Corey Watsica,**

Please consider me for the assistant executive housekeeper opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for accurate directions and information for guest inquiries and is knowledgeable about the property its services, features, attractions, promotions and special events.

My experience is an excellent fit for the list of requirements in this job:

- Diploma in Hotel Managaement or related discipline
- Has effective managerial and leadership skills, has eye for details, sensitive to guests and colleagues' needs and a positive role model
- Articulate, confident, can work well under pressure, goal-oriented, effective and efficient and willing to work on different shifts and/or extended duty hours
- Strong leadership and organized
- Oversee staff of Room Attendants, Housepersons and Inspectors by conducting daily and monthly meetings, inspecting staff work and giving guidance
- Arranges staff work schedules, determining days off, insuring staffing levels are based on occupancy and/or any current or anticipated projects
- Submits payroll records, correcting errors to insure pay is on time and includes any purchased rooms, extra cleanup, cots
- Maintains and reviews computerized records for budgeting and forecasting of department expenses inspection scores for housekeepers

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

Sincerely,

Jordan Torphy