

Assistant Executive Housekeeper Cover Letter

9078 Erwin LandPort Lou, NM 81837

Dear Emerson Krajcik,

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 assistance in cleaning of greenhouse and stocking supplies.

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

- Works closely in mentoring/coaching Housekeeping Floor Supervisors in additional tasks/responsibilities to optimize advancement opportunities available for subordinate staff
- Inspects prescribed number of rooms on a daily basis to ensure Housekeeping Floor Supervisors and Guest Room Attendants are conforming to sanitation requirements and established standards
- Represents management at unemployment hearings, union grievances, arbitration, and various meetings, when necessary
- To support the Executive Housekeeper with the overall purpose to achieve the highest standards of overall presentation in our guest rooms, suites and public areas at all times
- To support with ongoing creativity and initiative in order to ensure outstanding hotel presentation
- To partner with other leaders within the business to ensure the smooth flow of communication between key departments in order to enhance levels of guest service, for example Front Office to ensure VIPs have the highest level of luxury experience
- To manage relationships with external contractors to ensure a high standard of service is carried out at all times
- To support the Executive Housekeeper with oversight and management of the Linen Room and Valet

Thank you in advance for taking the time to read my cover letter and to

Sincerely,

Greer Kunde