

Office Cleaner Cover Letter

247 Darleen GlensLake Adelaidaborough, AR 54423-2689

Dear Tatum Walker,

I would like to submit my application for the office cleaner opening. Please accept this letter and the attached resume.

Previously, I was responsible for office and facilities support to location on an as needed basis; direct liaison with maintenance staff, cleaning and building maintenance requests.

Please consider my qualifications and experience:

- Restocking of cafes' & pantries daily
- Knowledge of commonly-used concepts, practices, and procedures of cleaning and maintaining buildings/facilities
- Serve refreshments for staff and Activity visitors
- Ensure that the working desks and seats for all staff are clean and well maintained
- Report any breakages, faults and office safety issues to the supervisor and/or the Finance Compliance and Administration Director
- Keep the office floors, surfaces, and furniture, walls, doors, and windows, and carpets cleaned
- Assist in the loading, unloading and movement of furniture, equipment, and office supplies
- Ensure garbage bins in all office spaces are emptied and kept clean

I really appreciate you taking the time to review my application for the position of office cleaner.

Sincerely,

Peyton Kshlerin