

# Office Cleaner Cover Letter

7669 Shayna ParksPort Patria, DE 82940-9226

**Dear Lennon Gottlieb,**

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

In my previous role, I was responsible for oversight to suite maintenance to include: submitting service tickets, coordinating room reservations, cleaning schedules and maintaining inventory records.

Please consider my qualifications and experience:

- Open and close all office entry points as needed
- Support in delivery of office items to or collection of items from other designated points
- Receiving phone calls and visitors at the front desk
- Elementary School Education
- Should have professional demeanor
- Experience with Rolling cart, box cutter and Vacuum
- Dependable nature
- Easy to work with

**Thank you for considering me to become a member of your team.**

Sincerely,

Lennon Jacobs