

Office Cleaner Cover Letter

35401 McCullough Cove North Truman, GA 03133

Dear Denver Herman,

Please consider me for the office cleaner opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for building cleaning services in various Quantico facilities.

Please consider my experience and qualifications for this position:

- Inspect office space daily to identify problems throughout facility
- Cleans and maintains the front lobby, hallways, restrooms, elevators, stairways, walls, windows, doors, floors, and any other common areas
- Fix doors throughout the space and change the locks if they broken or need adjusting
- Carry out carpentry work by fixing furniture and woodwork
- Repair electrical gadgets
- Repair equipment and appliances
- Repair dry wall and perform patch work when needed
- Paint offices, hallways, and common areas

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

Sincerely,

Campbell Haley