

Office Cleaner Cover Letter

8717 Odell Crest Leciaburgh, NC 92307

Dear Cameron Kunze,

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

In the previous role, I was responsible for concierge services to residents including, but not limited to: dry cleaning delivery, coordination of car service and/or coordination of housekeeping services, grocery shopping, restaurant reservations.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Able to bend, kneel, and stand for prolonged periods of time
- Able to track and record hours worked
- Have experience with housecleaning and/or janitorial services
- Comfortably lift 40 lbs without risk of injury
- A professional and courteous manner
- Ensures cleanness of the office, including common areas, offices, bathrooms, kitchen, and outside balconies
- Provides beverage service for office staff and guests by preparing and serving coffee and tea
- Supports the staff with office clerical duties, including filing, printing and/or photocopying of official documents as assigned

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

Sincerely,

Jordan Ondricka