

Office Cleaner Cover Letter

1968 Hubert FortPort Valfort, NJ 14240-2690

Dear Dakota Sipes,

I submit this application to express my sincere interest in the office cleaner position.

Previously, I was responsible for customer service and assistance for general office items such as conference room divider (maintenance, training, proper use), cleaning of refrigerators, Costco orders for kitchen supplies, Monthly office luncheons etc.

Please consider my experience and qualifications for this position:

- Supports the staff to carry out functions within the office such as courier and message transfers between offices
- Assists the Finance & Administration Manager in the receipt and transfer of phone calls and phone messages, and escorts visitors into the office premises, as assigned
- Supports the Finance & Administration Manager in the procurement of office consumables and stationary supplies
- Assists in the coordination monitoring of office maintenance service providers as assigned
- Attention to detail and follow instructions
- Carpet cleaning using spot treatment larger equipment
- Dust all horizontal surfaces
- Additional services/cleaning as needed/requested

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

Sincerely,

Tyler Cummerata