

Office Cleaner Cover Letter

878 Ned Centers Santosland, PA 95867

Dear Robin Murazik,

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 general office support: communicate with property managers, vendors and suppliers (order stationery items, food and drinks, arrange cleaning and maintenance, and so on);

My experience is an excellent fit for the list of requirements in this job:

- Mop and vacuum office
- Troubleshoot general problems
- Repair and replace general hardware
- Hang pictures and apply decals throughout office
- Assist with the breakdown and setup of conference rooms for meetings and events
- Provide general assistance in mailroom and package center
- Assist with stocking of kitchens and supply stations
- Attend to associates promptly when called upon

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

Sincerely,

Riley Wolf