

JACOB MARTIN

Denver, CO 80202 | (555) 555-5555 | example@example.com

Aug. 11, 2025

Hannah Park, Hiring Manager
Warwick Hotel
Denver, CO 80202
(555) 555-5555
example@example.com

Dear Hannah Park,

As a dedicated housekeeping professional with seven years of experience, I am excited to apply for the housekeeping attendant position at Warwick Hotel. I am passionate about creating pristine, inviting spaces and thrive in fast-paced settings where attention to detail and teamwork are essential.

In my previous roles, I have developed strong expertise in surface sanitation, linen handling, and chemical safety protocols, consistently adhering to industry regulations and company standards. I am proficient in operating cleaning equipment such as floor scrubbers and vacuum machines, while also managing inventory levels of cleaning supplies to avoid shortages or overstock. My ability to organize rooms swiftly and thoroughly has helped reduce guest complaints by 20%, contributing directly to improved overall ratings.

Beyond technical skills, I excel in team collaboration and clear communication, working closely with housekeeping staff and front desk teams to prioritize room readiness and respond promptly to guest requests. My certification in OSHA chemical safety training and my commitment to ongoing professional development have allowed me to maintain a safe and healthy work environment. Additionally, I have led inventory audits that improved supply tracking accuracy by 30%, helping reduce waste and costs.

I would welcome the opportunity to bring my experience and dedication to Warwick Hotel as part of your housekeeping team. I am excited about the prospect of growing my career within your organization and contributing to maintaining the impeccable standards your guests expect. Thank you for considering my application. I look forward to discussing how I can support your team.

Sincerely,
Jacob Martin