**Robert Smith**

**Cleaning Supervisor**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I learned that your company [XXX Company] was looking to hire a new Cleaning Supervisor, I decided to send my resume for review. I am a dedicated and self-motivated individual with the experience of working with multiple departments.

At my current employer [YYY Company] my dedication and supervisory skills are appreciated as I strive to maintain a positive work environment. I ensure safety first. Overseeing personnel to maintain the high standards of customer satisfaction. In my 5 years of experience, I was tasked with the following responsibilities:

* Successfully supervising multiple employees and teams during a floor even (promotion).
* Investigate and address client issues or complaints.
* Provide training to recruits on efficiency.
* Acted as a liaison with the manager regularly regarding everyday activities.
* Maintained stock and ordered new equipment as per requirement.
* Provided a report on employee performance.

My time management skills and ability to provide team leadership are well complemented with my communication and organizational skills. I am confident that I will provide your company [XXX Company] an outstanding service and bring more success as your new

Cleaning Supervisor.

Thank you for your time and consideration. Looking forward to meeting you to discuss the position in further detail.

Sincerely,

[Your Name]