**Robert Smith**

**Custodian**

[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],

This is regarding the job opening for the position of Custodian.I have the required skill sets, certification, and experience to fit in this job role. With a total experience of …… years in one of the reputed firms or companies of the city I have gained a lot of skills and knowledge, hence, I believe I can do my best in this job role.

In the past few years, I have learned a lot, which has helped me solve a lot of issues of in my previous organisation. I have expertise in

* Planning and executing strategies to maintain or resolve the issues.
* Self-motivational and detail-oriented.
* Expertise in handling all kinds works.
* Leadership skills.
* Good understanding handling all the cleaning equipment’s and tools.
* Good understanding to collecting the trash and make them recycle.

I would like to Thank you in Advance for showing interest in my resume. Hoping for a positive response from your side.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com, www.qwikresume.com

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