**Robert Smith**

**Executive Housekeeper**

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

[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 want to put forward my interest in the available position of Executive Housekeeper with your organization. I am confident to accomplish all the expectations associated with the position. Outlining my significant contributions to the current organization below:

* Responsible for handling and controlling cleanliness of the hotel premises.
* Inspect every room’s hygiene is meeting cleanliness standards.
* Forecast budget for housekeeping inventories.
* Closely watch for the requirement of pest controlling.
* Establish and implement hygiene standards.
* Produce reports for upper-level's reference.
* Address and prioritize guests' complaints.
* Recruit, train, & supervise housekeeping staff.
* Assess the performance of staff in order to recommend their appraisal.
* Schedule weekly work assignment for the staff and oversee the same.
* Regular hygiene inspection of the entire hotel.

Fulfilling above listed chores on a daily basis has prepared me to apply my technical skills in order to improve the housekeeping department and become a valuable source to your team.

I've attached my resume in order to share an overview of my educational background and work history. I am looking forward to having a chance and discussing my unique experience to support the Executive Housekeeper Department. Thanks for considering me as a candidate.

Sincerely,

[Your Name]