

[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 am submitting this letter in response to the job position for the post of General Cleaner in [XXX Company]. With my two years of experience in providing cleaning and maintenance assistance in [YYY Company], coupled with my commitment to being organized and up to date when it comes to doing the assigned work. I believe that I would significantly benefit your company’s maintenance team.

[XXX Company] is a leading multinational company and its flexible and supportive work environments at [XXX Company] combined with ample opportunities for career development and growth is one of the reasons for my interest in the company. I am certain that I can exceed your expectations for this role and can be a useful employee in your regional branch.

In my current role as the General Cleaner of the Lifestyle section at [YYY Company], I perform the following tasks and duties:

* Performed several interior and exterior floor duties on a contractual basis for the company.
* Cleaned the bathrooms and urinals and sanitized the surroundings.
* Refilled soap and paper dispensers and replaced dirty linen and towels.
* Performed industrial cleaning duties like dust vacuuming, carpet cleaning, and spot cleaning of windows.
* Perform duties in compliance with the Company and building policies and procedures.
* Disposed of biodegradable and non-biodegradable garbage in proper receptacles.

I have acquired strong organizational and communication skills because of my experience. I have the required skill set for this job and I am confident that I can excel in this job.

I look forward to meeting you in person so that we can discuss the opportunity in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

**Robert Smith**

**General Cleaner**