**Robert Smith**

**General Worker**

[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],

Please accept my enclosed application for the position of General Worker at [XXX Organization]. With my four years of experience working in labour-intensive job conditions and my ability to operate heavy machineries, I believe that my abilities make me a promising candidate for this role at your organization.

[XXX Organization] has created a name for itself in the manufacturing industry in such a short span of time. The company has adopted advanced manufacturing techniques to develop leather products at affordable costs. Being a part of your company will help me to upgrade my skills.

I have been working as a General Worker for the past 4 years in [YYY Company]. I am capable of performing physically demanding jobs with relative ease and adept at handling heavy equipment. In my current position, my duties and responsibilities are as follows:

* To maintain a clean working environment.
* Thoroughly clean designated office areas.
* Keep the area clean and acceptable at all times through regular inspections.
* Perform general cleaning inside and near the building to ensure its maintenance.
* Help to manage files in repositories where needed.
* Provide some essential functions and coordinate with superior authority for smooth work functions.

I have excellent communication skills that help me to coordinate with supervisors and other workers. I am open to working overtime as when and when needed. With my dexterity and physical fitness, I believe I am the ideal candidate for this role. I am confident that I would significantly contribute to the organization’s vision in this role.

Sincerely,

[Your Name]

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

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