**Your Name**

142 Your Address

Your City, State, xxxxx United States

(xxx)xxx-xxxx

your.email@gmail.com



[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Manager’s Name],

I’m contacting you regarding your advertisement for the housekeeping position on (Website Name). I’d like to apply for this vacancy, and have attached my resume for your consideration. My interest in this position stems from my belief that I have the right combination of relevant hospitality experience, organizational skills, and high levels of integrity that make me a superb candidate. My ability to leverage my knowledge and experience in the housekeeping industry would make me a strong asset to your company.

I have been working at the Tromphee Hotel as a part-time housekeeper for more than 2 years. In that time, I’ve gained a reputation for expertly fostering and sustaining enduring working relations with numerous visitors and guests, as well as the management and staff. By suggesting changes in standard operating procedure, efficiency by 10%, saving the hotel both time and money. My work experience at Tromphee Hotel has given me a robust and comprehensive understanding of the hospitality sector.

I previously was employed as an Assistant Housekeeper at Boston Court Yard Hotel, where I was tasked with general cleaning duties at hotel rooms, hallways and common areas.  I also assisted the floor manager in achieving deadlines, inventory management, and ensuring top quality service for VIP customers. To date I feel my strongest abilities are:

* Always ensuring that the highest standards of quality, customer service and health and safety are adhered to
* Strong passion for problem solving and ability to multi-task
* Being able to greet customers warmly, and quickly find out what their needs are

I consider myself to be a dedicated and dependable individual who possess excellent verbal communication and customer orientation skills. I feel that a relationship with your company would be mutually beneficial, as my background, experience, and qualifications would make me a perfect fit for your vacancy, and would also allow me to progress in my career. In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

Sincerely,

[Name] **[Housekeeper Cover Letter]**