(NAME HERE)

(Some town, NC Postal Code | Phone: 555-555-5555 | Email: example@email.com

Date

Ms. (Name Here)  
HR Manager  
ABC Company  
(Address Here)  
Some town, NC Postal Code

Re: Custodian, advertised on Monster

Dear Ms. (Name Here):

As a hardworking custodian with two years of experience working for a commercial janitorial services company, I am an excellent fit to the custodian job opening posted on Monster.

I started working for XYZ Janitorial Services as a part-time custodian while in high school, and after graduating last year I accepted an offer to join the company full-time. Presently responsible for the general maintenance and upkeep of facilities that include office buildings, shopping centers, churches, schools, movie theaters and financial institutions, I have proven the ability to adapt to diverse work settings and handle a variety of custodial tasks. Examples include:

* Floor Care: Waxing, buffing, tile/grout cleaning, steam cleaning, vacuuming, sweeping, and mopping floors.
* Kitchens and Restrooms: Cleaning and sanitizing all surfaces.
* Windows: Washing windows, screens, sills, drapes, and blinds
* Driveways and Walkways: Washing and clearing debris from concrete paths, driveways, cement surfaces and decks.
* Trash Removal: Collecting and disposing of trash can waste and managing recyclables.

Efficient, dependable and detail oriented, I have earned “Employee of the Month” honors at XYZ, as well as recognition for customer satisfaction scores that average 97%.

Although successful in my present position, my work schedule has changed and now conflicts with my class schedule at DEF College. I want to continue working full-time while pursuing an associate degree in business at night, and the daytime shift you are seeking to fill would allow me to achieve both goals.

Thank you for your time. I can be reached at 555-555-5555 or via email at mp@somedomain.com.

Sincerely,  
(Name Here)

Enclosure: Résumé