Dear Mr. Headrick:

When I learned of Thermos’s need for a new Custodian, I was eager to submit the attached resume. As an experienced and personable professional with nine years of solid experience performing a broad range of building maintenance and upkeep duties, I am prepared to surpass your expectations.

As a physically fit worker and a motivational team leader, I am highly skilled in managing all facet of building custodianship, including cleaning, maintenance/repair, and heavy equipment usage. My excellent time management skills—combined with my ability to move efficiently to complete tasks on or ahead of schedule—prepares me to make a strong contribution to your team in this position.

The following demonstrate my qualifications for this opportunity:

Performing a variety of custodian responsibilities ‘such as cleaning kitchen and bathrooms, removing trash and debris, setting up for special events, and operating large cleaning machines—in consecutive custodian positions with Harbinger Systems in Tucson and Beekeeper Elementary School in Phoenix.

Delegated tasks and coordinated work schedules across all personnel for optimal efficiency.

Maintaining regulatory compliance with safety policies and procedures pertaining to chemical usage.

Excelling within physically demanding environments while ensuring accurate completion of necessary tasks.

With my experience in providing superior custodian service, I am ready to provide outstanding building maintenance and upkeep for the customers served by Thermo Building Services. I look forward to discussing the position with you further. Thank you very much.

Sincerely,

Lester Olcott