**Name Here**

123 Street, City, State, Zip Code

Home: 000-000-0000 Cell: 000-000-0000

email@email.com

Dear Mr. (Last Name),

I hope this letter finds you well. I write to you after having my interest piqued by your listing for a Custodian. I have been in this field for close to 15 years and have developed an organized and efficient workflow that will be of great service to your company. I have both worked on teams and independently cleaning and maintaining any facility to which I was assigned.

On top of cleaning, I can handle minor repairs in plumbing and electricity including unclogging water pipes. At a top ranked hotel, I was the assistant supervisor working with a staff of a half dozen employees. I handed out assignments and ensured they were carried out in a timely fashion. I am familiar with the latest procedures and equipment for cleaning in the safest ways.

Please look at my resume which is enclosed. I would appreciate the opportunity to come in and discuss my work and get more details about this opportunity. I thank you for your time and look forward to hearing from you soon.

Best Regards,

(Name Here)