**Jenny Austin  
Cleaning Supervisor**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Cleaning Supervisor with [Company Name]. With my background in housekeeping and operational management, I am confident I will be a great asset to your organization.

My experience in the hospitality industry has provided me with the necessary skills and knowledge to successfully oversee the cleaning team and ensure the highest standards of cleanliness and organization are achieved. I have a proven track record of managing cleaning staff, assigning duties, monitoring staff performance, conducting regular reviews and ensuring that staff are properly trained and adhere to safety regulations.

I am also experienced in purchasing supplies, coordinating maintenance and repairs, budgeting, and handling customer inquiries. My ability to multitask and prioritize tasks has helped me build a reputation as an organized and dependable supervisor.

I am confident that my passion for excellence and commitment to providing the best service will make me an asset to your organization. I am eager to join a team that is dedicated to the highest standards of customer satisfaction.

Thank you for your time and consideration. Please contact me at [Phone Number] or [Email Address] to arrange an interview.

Sincerely,

**Your Name**

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