**Jenny Austin  
Household Manager**

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 Household Manager. I am an experienced professional with a background in household management, providing support for families and households, and have a passion for providing an exceptional level of service.

I have experience in managing daily household operations, which includes scheduling, budgeting, managing vendors, and maintaining relationships with occupants. I am highly organized and detail- oriented, with the ability to multitask and manage multiple tasks quickly and efficiently. My communication skills are excellent, enabling me to maintain a positive working relationship with occupants, vendors, and other professionals involved in the day- to- day running of a household.

In addition, I have experience in creating and maintaining budgets, as well as managing inventory and ordering supplies. I also have an aptitude for managing projects and carrying out tasks as efficiently and cost- effectively as possible. My background also includes a solid understanding of basic home maintenance and repair work.

I am confident that I possess the necessary skills and abilities to be a successful Household Manager, and would be a great addition to your team. I am eager to discuss how I can be of service to you and your household. Please feel free to contact me at your earliest convenience in order to arrange an interview.

Thank you for your consideration.

Sincerely,

**Your Name**

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