**Jenny Austin  
Office Cleaner**

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 express my interest in the role of Office Cleaner at [Company Name]. I have an extensive background in cleaning and maintenance, coupled with a strong commitment to customer service that make me an ideal match for this position.

I am well- versed in all aspects of office cleaning, including dusting, vacuuming, mopping, sanitizing, and other related tasks. I am also familiar with the proper use of cleaning agents, equipment, and supplies. In addition, I have an eye for detail and take pride in ensuring a clean and inviting office space.

I understand that a clean and well- maintained office environment is essential for the positive morale and productivity of the staff. As such, I am committed to providing the highest quality of service with a friendly, professional attitude.

I am confident that my qualifications make me an ideal candidate for the Office Cleaner position. I look forward to hearing from you to discuss my qualifications, and how I can make an immediate positive impact on the team.

Sincerely,

**Your Name**

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