

# Kevin Morrison

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543.

Amy Smith  
East Seattle Elementary  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Smith:

As you can see from my attached resume, I have two years of experience providing high-quality custodial services to elementary schools. I also have a comprehensive knowledge of utilizing cleaning chemicals to ensure safe and hygienic learning environments, which makes me a strong candidate for the janitor position at East Seattle Elementary.

Your school's reputation for its diverse and inclusive community is what draws me to apply for this opportunity. In my previous role at Bay View Elementary, I communicated effectively with teachers, school personnel, and students. I can make valuable contributions to your organization based on my previous achievements:

- Delivered high-quality custodial services to an elementary school with over 400 students, ensured compliance with safety and health standards, swept, polished, and mopped floors, and developed cleaning strategies
- Performed deep cleaning of classrooms, walls, bathrooms, and cafeteria areas, sanitized and polished surfaces, waxed floors, and maintained a safe and hygienic learning environment
- Provided support for minor building repairs, replaced faulty light bulbs, maintained cleaning equipment and inventory, and ensured proper stocking of bathroom supplies

I hope to speak with you further regarding how my custodial experience in elementary schools could help ensure safe learning environments for your teachers and students. Feel free to contact me via phone or email at your convenience.

Best regards,

Kevin Morrison