

Aliya Jackson

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Lori Taylor

Ryan Janitorial Services

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Taylor:

While working with West Philly Cleaning Solutions, I developed cleaning strategies and identified opportunities to enhance efficiency and internal workflows. My efforts resulted in a 15% reduction in monthly supply costs. I can achieve similar results for your company in the lead janitor position.

Ryan Janitorial Services' reputation as a leading provider of commercial cleaning services is what draws me to apply for this position. Throughout my career, I've offered high-quality janitorial solutions to offices, retail stores, and hotels of various sizes. My leadership capabilities and safety knowledge will allow me to excel in this role based on my professional achievements:

- Developed cleaning strategies, implemented new workflows for internal teams, identified opportunities to enhance efficiency, and reduced supply costs by over 15%
- Coordinated with the operations manager and led teams of up to six cleaning professionals, including delivering training on safety protocols and equipment maintenance
- Ensured compliance with health and safety standards, sanitized surfaces, water coolers, and bathrooms, removed garbage and recyclables, and maintained hygienic environments

I look forward to speaking with you regarding how my leadership skills and commercial cleaning experience would be an asset to your company. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Aliya Jackson