**Denise Martins**
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222-222-2222
May 14, 2017

**Mrs. Pamela Owens**
Homeowner
55 Wright Ave. Fort Wayne, IN 13455

Dear Mrs. Owens,

I came across your job posting on Craigslist, advertising your need for a housekeeper. For the last five years, I have been a member of Premiere Housekeeping in Fort Wayne and have demonstrated the necessary skills when it comes to caring for and maintaining the integrity of one's home. As your housekeeper, I would treat your home with the**care and attention** it deserves.

Currently, I am a housekeeper with Premiere Housekeeping. I first received this position after graduating high school in 2012. Responsibilities include:

* Working with a team of housekeepers in order to successfully clean a variety of homes.
* Laundry
* Sweeping
* Vacuuming
* Shopping for groceries and other household necessities

My main achievement in my current position is that I have recently been promoted to a **supervisor position**, meaning I lead and designate tasks when it comes to cleaning houses. The business owner, Sylvia Johnson, has praised me for my energy and efficiency and credits me with helping Premier Housekeeping see a boost in business.

As a housekeeper, I have a **wide range of skills**. I can clean even the most stubborn stains off of a variety of surfaces and make smudged windows clear again. My **strong sense for efficiency** means I know how to properly pace myself for any household duty. Additionally, I communicate terrifically with both coworkers and clients to ensure the smoothest workflow possible.

It would be a great honor to be your housekeeper. My skills and experience would make me a great choice. With me as your housekeeper, you can count on your home being clean in a way you may have never before experienced. You can also count on a dedicated and hard-working housekeeper at your service. Thank you for taking the time to consider my application.

Sincerely,

Denise Martins