

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my intent to apply for the Housekeeping Staff position at [Hotel Name] as advertised on [where you found the job listing]. With my strong attention to detail and commitment to maintaining high cleaning standards, I believe I would be a valuable addition to your team.

Having worked in the hospitality industry for [X years/months], I have acquired the skills necessary to ensure guest satisfaction and uphold the cleanliness of hotel facilities. I am proficient in all aspects of housekeeping, including room cleaning, laundry procedures, and inventory management.

I am eager to bring my dedication and expertise to [Hotel Name] and contribute to creating a welcoming and comfortable environment for your guests. I look forward to the opportunity to discuss my application further.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]