**COVER LETTER FOR JOB APPLICATION**

**[Today’s Date]**

Dear **[Mr./Ms./Mx.] [Manager’s Name],**

My name is **[Custodian Applicant]** and I’m delighted to apply for the position of Head Custodian at Lake town University that I found on Indeed.com. With my reliable and respectful nature, perfect attendance record, and 15+ years of custodial experience, I believe I’m the ideal candidate for the role. I’m fully committed to creating a sanitary, safe, and organized environment at Lake town University.

I’m currently the Head Custodian at Harmony Shopping Mall, where I’ve been rewarded annually for my exceptional performance. Foot traffic at this mall reaches over 2 million a month, so following safety and sanitary measures are essential. I manage a team of 7 custodial staff and create a cleaning and maintenance schedule for them every month using Microsoft Excel. I also perform biweekly inspections of the entire mall area for which I’ve written over 1000+ reports for the facility management team. Working at Harmony has been a fantastic experience, and I hope to commit myself in the same way at [Company Name].

At Wendi High School, my daily tasks included trash removal in 55+ rooms, 4 large hallways, and maintaining 20+ classrooms. I’ve learned the importance of working fast and paying attention to even the smallest of details. As a result, I consistently cleaned ahead of schedule and used the extra time to complete other maintenance work, including painting, plumbing, and light carpentry work.

I’d love to have the chance to speak more about this role with you through an interview. My phone number is (xxx-xxx-xxxx), and my email address is your.email@email.com. Thank you for your time and consideration.

Sincerely,

**[Your Name]**