

Anna Kowalski

04xx xxx xxx | anna.kowalski@example.com | Brunswick, VIC

[Date]

The Hiring Manager
XXXX Cleaning Services
Melbourne, VIC

Dear Hiring Manager,

I am writing to apply for the Cleaner position at XXXX Cleaning Services. I am a reliable, thorough worker who takes pride in leaving every space spotless, and I am available for early-morning, evening and weekend shifts.

In my recent cleaning work I cleaned offices and common areas to a high standard, followed safe chemical-handling procedures, and completed all areas within set times while working unsupervised. I am trustworthy, punctual and detail-focused, and I hold a current Police Check.

I would welcome the opportunity to bring my reliability and high standards to your team. My resume is attached, and I am available to start soon and happy to come in for an interview. Thank you for considering my application.

Kind regards,

Anna Kowalski