

Katrina Rolle

Mobile: +1 205-545-1212 ▪ Email: kateresumesbot.com
643 Lords Way, Bradford, TN 38316

Dear Mr. and Mrs. Comstock,

I have pleasure in applying for the advertised position as housekeeping.

Right now I'm looking for a full-time or a part-time job close to my home.

I'm a friendly, loyal and dedicated individual who always up for a challenge. I can develop and excel while giving my best to an employer. I have a good work ethic and I am good at what I do.

As you can see from my enclosed résumé, my experience and qualifications match this position's requirements.

My skills include: clean, dust, polish and vacuum, change linens, make beds and clean the bathroom. Also, I've had a lot of practice cooking and laying the table. I have cooked for the family and guests in the house, where I've worked for 5 years. I can supply references from Mr. and Mrs. Johns if required.

I am confident that these skills and personal attributes would be of benefit to you. Even under pressure, I can maintain high standards.

If you are looking for an honest and responsible person, please contact me.

Yours faithfully,

Katrina Rolle

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