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| Jack Appleton | C: (555) 555-5555, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

**Today’s date**

Mr. Fred Harris

ABC School

Street Address, City, State, Zip

**Re: Custodian**

Dear Mr. Harris,

I saw your ad in the Springfield Republican for the position of custodian for your school and I’d like to apply.

As you see from my resume, I’ve worked as a custodian before and am a good cleaner. I know which kinds of chemicals to use to get the best results, and know how to keep restrooms, offices, and hallways clean.

I’m used to making small repairs on desk drawers, chairs, and doors, and have experience with a variety of cleaning machines – wax machines, vacuums, polishing machines, etc.

Other stuff I do around the building includes:

* Taking out the garbage every day
* Making sure to restock the coffee corner and restrooms with supplies
* Helping the secretaries when they can’t figure out how the copier machines work

I make sure to keep in good shape so I can carry out my duties properly, and have a helpful attitude. I’m used to taking care of buildings so you’ll find that I keep the place looking in good shape without being told. If you’re the type who likes to remind me of each detail, I’m okay with that too.

I can come to meet you so you can see what kind of person I am and I can look around the building and give you ideas how I can make it look better.

My contact information is on the top of the page.

Jack Appleton

**Enclosure: Resume**