Ming Li

Tacoma, WA 98401 ♦ (555)555-5555 ♦ ming.li@monster.com

Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Cleaner position at EcoClean Solutions. With four years of experience as a Janitorial Supervisor, I have honed various skills that align well with your company's commitment to sustainability and health.

In my previous role, I successfully led a team responsible for maintaining high standards of cleanliness and hygiene in commercial spaces. My strong leadership skills and effective communication were pivotal in fostering an environment where eco-friendly practices were prioritized. This aligns with EcoClean Solutions' mission to lead the industry towards greener practices while enhancing client well-being.

My expertise includes time management, problem-solving, and inventory management—all crucial for ensuring timely completion of tasks without compromising quality or sustainability efforts. Familiarity with non-toxic products has been integral to my approach, as I understand their importance in creating safer spaces for both clients and employees.

The opportunity at EcoClean Solutions excites me particularly because of its dedication to environmental responsibility—a value that resonates deeply with me. As someone who is detail-oriented and adaptable to changing environments, I am confident in my ability to uphold your company's standards while contributing positively through sustainable cleaning methods.

I look forward to the possibility of bringing my team-oriented working style and customer service skills to EcoClean Solutions. Thank you for considering my application; I hope we can discuss how I might contribute further during an interview.

Sincerely,
Ming Li