**Sally Jones**

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Dec. 16, 2016

George Smith

Facilities Supervisor

UCLA School of Medicine

412 Bruin Dr.

Los Angeles, CA, 90210

(213) 454-5544

gesmith@ucla.edu

RE: Janitorial Position Application

Dear Mr. Smith:

I am writing to apply for the position of janitor at the UCLA School of Medicine. A long-time employee of yours, Janitorial Supervisor Mark Brandow, advised me to apply for the job. I have worked in repair, construction, and janitorial work since 2007, and due to my experience and certification background I feel I would be great for the position.

As a janitor for Gregory Peck High, I have learned a range of skills including cleaning flooring, carpeting, sanitization, and most basic facilities repairs. Furthermore, I received my HVAC certificate in 2013, making me certified to repair heating, ventilation, and AC systems. I also have experience working construction, specifically in drywall installation. I am further certified as a drywall technician, meaning I am capable of fixing holes and gaps in facilities drywall. I am versed in OSHA guidelines and familiar with state and local safety regulations, and have at various times been responsible for opening and locking up GP High.

Having such a diverse and useful set of skills and work history, I am confident I would be a great addition to the maintenance and janitorial staff at the UCLA School of Medicine. If you are so inclined, I would jump at the opportunity to visit you for an interview. Thank you for your time and consideration of my application. I look forward to hearing back from you at your convenience. Thanks again.

Sincerely,

Sally Jones

Enclosed: Resume