**Not sure how to start? Click the link to** [**have your cover letter written today by a certified writer**](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Top_Link&utm_campaign=MSWord_Download_Push)**.**

**Janitor Cover Letter Sample**

Jan. 1, 2018

Hiring Manager’s Name

123 Company Address

City, States, Zip Code

(xxx)-xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

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,

Your Name

Hello, Job Seeker!

If you’re having difficulty writing your cover letter, **don’t worry.** You’re in good company – everyone struggles to craft the perfect cover letter. For a well-written, compelling cover letter that will help you land more interviews, we recommend [consulting the certified cover letter experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some excellent resources that might help you complete your cover letter:

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_CL_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_CL_Samples&utm_medium=CL_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and don’t forget, you’re also going to need a winning resume:

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_CL_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)