



Joe the Janitor
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Auburn, WA 98002
Name@YourWebsite.com
253-555-5555

<<Date>>

<<FullName>>

<<Title>>

<<BusinessName>>

<<Street>>

<<CSZ>>

<<Greeting>>

Do you need a dependable Janitor?

As Janitor for Widget Enterprises, I improved the cleanliness of their building and reduced maintenance costs more than any other Janitor in the history of their company. Here are a few specifics:

- Saved \$20k per year by upgrading lighting fixtures to fluorescent.
- Reduced visitor waiting time to zero by opening on time, every time, for three years in a row.
- Improved response time for maintenance issues 50% by implementing an email request-for-services system.

Our company was recently sold, and I am looking for another position that allows me to contribute in a meaningful way. I should mention that my recent compensation has been north of \$12 per hour.

Please call me and let's explore how I can help you. Thank you.

Sincerely,

Joe The Janitor

PS. I was formally recognized by Widget Enterprises for my outstanding contributions. You can find details on my website at MyWebsite.com.