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John Smith, Hiring Manager  
Concord USA Corporation, Inc.  
12849 Alabama St.  
Gallatin, MO 50463  
  
**RE:  Toilet-scrubbing (Maintenance) Position**Dear Mr. Smith:  
  
I'd like to outline immediately the great skills I've obtained from 12 years within the cleaning field.  This position is probably in high demand, so please consider the degree of experience I possess, along with my last name (a sign that I'm right for this position and within the appropriate industry).  
  
What some don't understand is that there's an art to cleaning and general maintenance.  Time management, cleaning strategies and long-term equipment care, are factors that are key to effective maintenance.  A cleaning person can't lift a lid and sprinkle any available cleaning solution with the hopes that those stubborn stains will dissolve.  A more scientific and proven method is needed to complete the job accurately the first time.   
  
If given the opportunity, I'm sure I can pinpoint areas where your cleaning crew is missing the mark with improper swirl techniques.  It sounds simplistic; however, inadequate cleaning can be costing your business thousands from a lack of employee productivity that results from unwanted odors and unsightly toilet blemishes.  
  
Let me bring fresh air back to your restrooms.  Once I've finished, individuals will enter your stalls and no longer be afraid to take a deep breath.  
  
I look forward to hearing from you.  
  
Sincerely,  
  
John J. Camode