From
(Include your information here)
Name: \_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_
E-mail id: \_\_\_\_\_\_\_\_\_\_\_
Telephone Number: \_\_\_\_\_\_\_\_\_

Date: MM/DD/YY

To
(Include employer's information here. These are mandatory fields in a cover letter if you don't have any of the details, call the employer and get necessary details)
Name: \_\_\_\_\_\_\_\_\_\_
Designation: \_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_

Subject: (Write the name of the position for which you are sending your application)

Reference: (If you have any references or the source from where you came to know about this job opening, you can include it here)

Dear Mr. \_\_\_\_\_\_\_\_ (Write the name of the employer here)

I am writing in response to the job requirement posted in the SD Employment News, dated 8/1/11 for the post of a part-time office cleaner. I am interested in getting associated with your firm and help in creating a pleasant work environment with my endurance and positive approach towards work.

I am a first year student and I am currently pursuing my graduation in commerce. I would like to work as a part-time office cleaner in your organization and could also work as a full-time cleaner with flexible timings. I have extensive knowledge of non-toxic cleaning chemicals used for cleaning and could handle cleaning equipments such as vacuum cleaners, floor buffering tools, etc. I am also efficient in cleaning tables, utensils, cups, all sorts of furniture, glass windows, window panes, etc. I can also undertake additional tasks such as opening and closing the office as per the office timings.

With my strong work ethics and ability to pay attention towards detail, I feel that I would be a great help for your organization. It would be my pleasure to meet you and discuss the position personally. I have attached my resume for your reference. You can call me any time on the above mentioned contact details.

Sincerely Yours,
(Write your name or sign here)