

Maria Santos

Southampton | maria.santos@example.com | 07700 900164

5 October 2026

Ms Karen Walsh
Facilities Supervisor
Itchen Quay Business Centre
2 Ocean Way
Southampton SO14 3JZ

Dear Ms Walsh

Application for Cleaner (early mornings, part time)

I am applying for the part-time early morning Cleaner post at Itchen Quay Business Centre. I have six years' experience cleaning offices and hospital wards, working alone and in small teams.

At Southgate General Hospital I clean two surgical wards to the hospital schedule and follow infection control procedures for isolation rooms, using colour-coded equipment and the right dilutions. I have COSHH training and use a scrubber dryer and a buffer.

For six years I have also cleaned two office buildings each evening for Brightway Cleaning Services, holding the keys and alarm codes for both and working to each building's checklist without supervision.

I can work early mornings from Monday to Friday, and weekends if you need cover. My CV is attached. Thank you for considering my application.

Yours sincerely

Maria Santos