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16 October 2026

Mrs Claire Denholm
Head Housekeeper
Ashdale Park Hotel
Ripon Road
Harrogate HG1 9ZX

Dear Mrs Denholm

Application for Assistant Head Housekeeper

I am applying for the Assistant Head Housekeeper post at Ashdale Park Hotel. I have five years in housekeeping at the Linden Court Hotel in York, a 120-room city hotel, first as a room attendant and for the last two years as floor housekeeper.

Each morning I allocate the rooms to six room attendants, and I inspect about 40 rooms a shift against our checklist before they go back to reception. I order the floor’s linen and guest supplies every week, and I log every fault so that no room is sold until it is fixed.

I train our new room attendants and would like to do more of it in a bigger team. With its spa and weddings, your hotel would give me the busier and more varied house I am looking for.

My CV is attached. I can work early shifts, weekends and bank holidays. Thank you for considering my application.

Yours sincerely

Joanne Pritchard