

PO Box 7436
Rochester, MN 55903
(507) 208-9706
March 10, 2013

CMG
ATTN: KELSEY
3707 Commercial Drive SW
Rochester, MN 55902

Dear Kelsey:

This letter is in response to the third shift Sanitation opening at Reichel Foods. I'm looking for full-time employment with benefits. I have 20 years of cleaning experience.

I am dedicated, hard-working, reliable, flexible, do quality work, and work well under pressure. I work well either by myself or with others. I believe I am an excellent candidate for this position because of my experience. I would make a long-term commitment to this position. I will give up some of my part-time positions to get full-time employment. My current part-time positions are flexible and would not interfere with your position. If you're looking for someone who is dedicated, hardworking and a people person, I feel I would be your best candidate. I believe I would do an excellent job for your company.

I would welcome the opportunity to speak with you further regarding my qualifications. I may be reached at (507) 208-9706 to schedule an interview at your convenience. I look forward to hearing from you soon. Thank you for your time and consideration of my application.

Sincerely,


Daniel Adams

Enclosure

WORK EXPERIENCE:

August 2012 to Present

Kwik Trip – Rochester

Supervisor: Dan Tipka

Position: Maintenance (Part-time)

My duties include making sure the car wash is in working order, repairing gas pumps when broken, and general cleaning around outside of building. I work 15 hours per week.

June 2010 to Present

Alternative Cleaning – Rochester

Owner: Mark Czaplewski

Position: Custodian (Part-time)

My duties include general cleaning, sweeping, vacuuming, and mopping floors at a Rochester hair salon. Very flexible job - two days per week totaling 10 hours per week.

September 2007 to February 2013

DA Courier – Rochester

Owner: Dan Adams

Position: Delivery Driver/Owner (Part-time)

My duties include delivering freight, flowers, medicine, packages, and delivery routes daily.

February 2002 to February 2013

Total Quality Maintenance – Winona County

Owner: Ellen Glood

Position: Custodian / Lawn Care (Part-time)

My duties include general cleaning, dusting, vacuuming, mopping floors, changing light bulbs inside and outside, and construction clean up at the St. Charles and Winona West buildings. I also mow lawn and trim lawns at six of their facilities. This job is very flexible. Average 20 hours per month.

November 2010 to January 2012

Rochester Montessori School – Rochester

Supervisor: Julie French

Position: Head Custodian (Part-time)

My duties included general cleaning, dusting, cleaning restrooms, vacuuming, scrubbing, mopping and waxing floors, carpet cleaning, and order supplies. I keep the school spotless. I also helped out the teachers when needed. School decided to go in a different direction and have their maintenance services contracted out.

DANIEL ADAMS
Post Office Box 7436
Rochester, MN 55903-7436
(507) 208-9706

October 2008 to
October 2010

Rochester Public Utilities (Silver Lake) through Express Services – Rochester
Plant Manager: Rob Dunnette
Position: Custodian (Full-time – Express Contract Ended)

This job was at the Silver Lake Power Plant so my duties included construction clean up and project cleaning, including but not limited to, dusting, cleaning restrooms, vacuuming, scrubbing, mopping and waxing floors, and carpet cleaning. I also did maintenance jobs on a requested basis.

November 2007 to
October 2008

Rochester Senior Center – Rochester
Supervisor: Liz Yochum
Position: Driver (Part-time – Weekdays Only)

My duties included delivering meals to Stewartville Senior Citizens Center. I picked up the meals from the Rochester Senior Center and took them to Stewartville's Center. I returned the containers/coolers from the previous day to Rochester's Center. I left this position to work at RPU through Express.

September 2005 to
September 2008

Jani-King – Rochester
Manager: Steve Schmidt
Position: Janitor (Full-time)

My duties included general cleaning, including but not limited to, dusting, cleaning restrooms, vacuuming, scrubbing, mopping and waxing floors, and carpet cleaning. As you'll see below, I previously worked for Jani-King from 1994-1997 as a Supervisor at Northgate Health Club.

February 2000 to
September 2005

DA Cleaning – Rochester
Owner: Dan Adams
Position: Cleaning Business (Full-time)

My duties included contracts with Sprint to clean various buildings in Olmsted, Winona, and Wabasha Counties. I cleaned the buildings and also trained and supervised workers who took over cleaning the buildings at the various sites. I sold this business.

December 1999 to
May 2002

Southeastern Libraries Cooperating (SELCO) – Rochester
Supervisor: Rosie Seegmiller
Position: Janitor/Maintenance (Part-time)

My duties included general cleaning of office environment such as restrooms, removing garbage, vacuuming, sweeping and damp mopping all tile floors, spot cleaning all entrance glass, dusting, and periodically washing and waxing tile floors, carpet cleaning, washing windows inside and outside, and taking care of exterior maintenance.

EDUCATION:

Lake City High School – Lake City, MN
GED – 1992

REFERENCES:

Mark Czaplowski – Current Employer
Don White – Good Friend
Ellen Glod – Previous Employer

(507) 280-6721
(423) 741-8986
(605) 381-6802

From: Ann Hutton
Sent: Tuesday, May 14, 2002 6:46 PM
To: SELCO Staff
Subject: Staffing change

Good afternoon,

Yesterday, May 13, was Dan's last day of SELCO employment. During his time as the SELCO custodian, the office always had a clean appearance and attention was given to keeping the new building looking spiffy. I appreciate his efforts to provide a clean work environment for all of us.

Angie has already made arrangements for summer yard work and during the next couple of days, we will be discussing options for covering the inside cleaning and possible light maintenance work.

Ann

Ann B. Hutton, Executive Director
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