

Emilia and Robert Krupiczner

Cell: [REDACTED]

December 1, 2011

To Whom It May Concern:

Re: Household Management/Couple position

Please accept this letter and our resumes attached as application for the position of Household Management/Couple position you have available.

We are highly motivated and organized professional couple with many years of household management and property maintenance experience.

Emilia's current role as a Relationship Banker for BB&T bank requires a very accustomed to working in a high-pressure environment where accuracy, attention to details and interpersonal skills are essential. She is responsible to handle a very high volume of clients, by assisting them with their banking needs, cash transactions, problems solving and investment decisions. This role requires a high degree of professionalism, maturity, loyalty, confidentiality and the ability to communicate effectively at all levels. Besides that, Emilia prides herself on ability to deal with handling housekeeping duties, including vacuuming, mopping, dusting, and disinfecting as appropriate, all floors and household surfaces including antiques. In the same time, she is very skilled with general washing, pressing of family laundry and household lines. Moreover she has great patience, listening skills with a positive and flexible attitude.

Robert has many years of diverse experience as following: general maintenance on the property, including hvac, plumbing, electrical, appliances, generators, vehicles and pool equipment. By working in many divers environments, Robert is able to do small repairs, home improvements, as well has the ability to select and oversee outside contractors when requires. Moreover, his experiences include excellent limousine driving skills, along, with familiarity of the New York and try borough area. In the same time, he is very experienced and knowledgeable in maintaining the household vehicles in guest-ready condition at all time as well keeping current with required vehicle maintenance.

We are very proactive team players who can also work independently by embracing high proficiency in a variety of computer programs (excelling in Microsoft Word, Outlook, Excel, PowerPoint and Internet Explorer). In the same time, our experience includes efficient oral and written communication skills. Both of us are very organized individuals, able to multi-task, attentive to details. Emilia and Robert are extremely capable individuals, with ability to adapt to most situations very quickly.

We would welcome the opportunity to meet with you to discuss the position, our qualifications, and our abilities to exceed your expectations. Please contact us at your convenience.

Thank you for the consideration.

Yours sincerely,

Emilia Krupiczka and Robert Krupiczka