

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Career Change Construction Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Construction Manager position at Acme Corporation, as advertised on LinkedIn. With a strong background in project management and a passion for the construction industry, I am eager to bring my skills to your team and contribute to the successful execution of your projects.

Throughout my previous role as a Project Coordinator in the renewable energy sector, I successfully managed a \$2 million solar installation project, which was completed 10% under budget and two weeks ahead of schedule. This achievement required me to coordinate with various stakeholders, including contractors, suppliers, and government agencies, ensuring adherence to all safety and quality standards. My ability to lead teams and streamline processes was further demonstrated when I implemented a new project tracking system that reduced reporting time by 30%, allowing for more effective resource management and timely decision-making.

In addition to my project management experience, I have developed strong communication and negotiation skills while managing cross-functional teams in high-pressure environments. My commitment to fostering a collaborative work culture has resulted in improved team performance and client satisfaction, with a 95% positive feedback rate on project deliverables. I am confident that these skills, combined with my dedication to continuous improvement, will enable me to excel in the Construction Manager role at Acme Corporation.

I am highly interested in exploring how my background in project management can translate effectively to the construction sector, and I would welcome the opportunity to discuss this further. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Thompson