

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Career Change Foreman

Dear Hiring Manager,

I am excited to apply for the Career Change Foreman position at Acme Corporation as advertised on your careers page. With a strong background in project management and a keen interest in the construction industry, I believe my skills and experiences align perfectly with the needs of your team. I am particularly impressed by Acme's commitment to innovation and quality craftsmanship, which resonates with my professional values.

In my previous role as a Project Coordinator at BuildTech Solutions, I successfully managed multiple construction projects with budgets exceeding \$2 million. One of my key achievements was leading a team to complete a commercial renovation project three weeks ahead of schedule while reducing costs by 15%. This was accomplished through strategic resource allocation and fostering a collaborative environment among team members. Additionally, I implemented a new scheduling system that improved on-site communication, resulting in a 20% increase in productivity.

I am also proud of my ability to train and mentor junior staff, ensuring that they not only understand the technical aspects of their roles but also embrace a safety-first mindset. By developing a comprehensive training program, I helped reduce workplace incidents by 30%, demonstrating my commitment to creating a safe and efficient work environment. I am eager to bring this proactive approach to the Career Change Foreman position at Acme Corporation.

I would welcome the opportunity to further discuss how my background and skills can contribute to the success of your team. Thank you for considering my application; I look forward to the possibility of working together to achieve Acme Corporation's goals.

Sincerely,

Jordan Thompson