

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Maintenance Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Maintenance Manager position at Acme Corporation, as advertised on LinkedIn. With over eight years of experience in facilities management and a strong background in team leadership and process improvement, I am eager to bring my diverse skill set to your innovative team. Acme's commitment to excellence and sustainability aligns perfectly with my values, and I am enthusiastic about the opportunity to contribute to your ongoing success.

In my previous role as a Facilities Supervisor at GreenTech Solutions, I successfully led a team of technicians responsible for maintaining over 300,000 square feet of commercial space. One of my key achievements was implementing a preventive maintenance program that reduced equipment downtime by 30% and saved the company over \$100,000 annually. This initiative not only improved operational efficiency but also enhanced tenant satisfaction, as evidenced by a 25% increase in positive feedback during our annual surveys. I also spearheaded a sustainability project that integrated energy-efficient systems, resulting in a 15% reduction in our overall energy consumption.

I am particularly drawn to this position at Acme Corporation because of your emphasis on innovative maintenance solutions and employee development. I am eager to bring my strategic planning skills and collaborative approach to help drive continuous improvement in your maintenance operations. I am confident that my unique perspective as someone transitioning into this role will allow me to identify new opportunities for growth and innovation within your team.

I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and am excited about the potential to discuss my candidacy in further detail.

Sincerely,

Jordan Mitchell