

Jordan A. McKenzie

January 16, 2026

Acme Corporation

RE: Construction Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Construction Manager position at Acme Corporation, as advertised on your careers page. With over eight years of extensive experience in managing construction projects and a proven track record of delivering on time and within budget, I am excited about the opportunity to contribute to your team and help drive successful project outcomes.

In my previous role at XYZ Construction, I led a team of 25 on a multimillion-dollar commercial development that was completed three months ahead of schedule, saving the company approximately \$500,000 in costs. This success was largely due to my implementation of innovative project management techniques, including the use of advanced scheduling software and streamlined communication protocols among subcontractors and suppliers. Additionally, I spearheaded a safety initiative that reduced workplace incidents by 40%, ensuring that the project adhered to the highest safety standards while maintaining efficiency.

I am particularly impressed with Acme Corporation's commitment to sustainability and quality in construction. In my last position, I oversaw a green building project that achieved LEED certification, successfully integrating eco-friendly materials and energy-efficient practices. I believe my experience aligns well with your goals, and I am eager to bring my expertise in both project execution and team leadership to your esteemed organization.

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application; I am excited about the opportunity to contribute to Acme Corporation's continued success.

Sincerely,

Jordan A. McKenzie