

Jordan Miller

January 16, 2026

Acme Corporation

RE: Entry Level Foreman

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Foreman position at Acme Corporation, which I discovered on your careers page. With a strong foundation in construction management and hands-on experience in leading projects, I am excited about the opportunity to contribute to your team and help maintain the high standards of quality and safety that Acme is known for.

During my internship with XYZ Construction, I successfully led a team of five workers on a residential renovation project, which was completed two weeks ahead of schedule. This experience honed my abilities in project management, team coordination, and effective communication, allowing me to motivate my team while adhering to strict timelines. Additionally, I was responsible for conducting daily safety briefings, which resulted in zero accidents throughout the course of the project—an achievement that highlights my commitment to workplace safety and compliance with industry standards.

Furthermore, in my previous role as a construction assistant, I implemented a new inventory tracking system that reduced material waste by 15%. This initiative not only improved our efficiency but also significantly cut costs for the project, demonstrating my capability to identify areas for improvement and take proactive steps to enhance operational productivity.

I am eager to bring my skills in leadership, safety management, and process improvement to the Entry Level Foreman role at Acme Corporation. I would welcome the opportunity to discuss how my background and passion for construction can contribute to your team's success. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Miller