

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Groundskeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Groundskeeper position at Acme Corporation, which I discovered on your careers page. With a strong passion for maintaining outdoor spaces and a commitment to environmental stewardship, I am excited about the opportunity to contribute to your team and help enhance the beauty of your grounds.

During my internship with GreenScape Services, I successfully assisted in the maintenance of a 50-acre public park, where I learned the importance of proper landscaping techniques and plant care. I took the initiative to implement a new mulching schedule that improved the health of flower beds, resulting in a 20% increase in blooming plants for the following season. Additionally, I played a vital role in a volunteer project where we restored a community garden, collaborating with local residents to install sustainable landscaping features that not only beautified the area but also increased community engagement.

I am eager to bring my skills in plant care, mowing, and irrigation systems to Acme Corporation, where I can contribute to maintaining your landscape to the highest standards. I am particularly drawn to your commitment to sustainability and would love the opportunity to support your initiatives in creating eco-friendly outdoor spaces.

Thank you for considering my application. I am looking forward to the possibility of discussing my application further and exploring how I can be a valuable addition to your team at Acme Corporation.

Sincerely,

Jordan Smith