

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Maintenance Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Maintenance Manager position at Acme Corporation, as advertised on your careers page. With a solid foundation in facility maintenance and a passion for ensuring operational excellence, I am eager to contribute to your team and help maintain Acme's reputation for quality and reliability.

During my internship at XYZ Manufacturing, I successfully led a project to streamline the preventive maintenance schedule for critical machinery, which resulted in a 20% reduction in downtime over six months. This initiative not only improved production efficiency but also resulted in measurable cost savings for the company. Additionally, while working at ABC Facilities, I implemented a tracking system for maintenance requests that improved response times by 30%, significantly enhancing tenant satisfaction and operational workflow.

I am particularly drawn to this role at Acme Corporation due to your commitment to innovation and excellence in facility management. I am keen to bring my problem-solving skills and proactive approach to your organization, ensuring that all maintenance operations run smoothly and effectively. I am eager to learn from experienced professionals and contribute my ideas to improve maintenance processes at Acme.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am excited about the possibility of contributing to Acme Corporation and am available for an interview at your earliest convenience.

Sincerely,

Jordan A. Thompson