

Jordan A. Miller

January 16, 2026

Acme Corporation

RE: Foreman

Dear Hiring Manager,

I am excited to apply for the Foreman position at Acme Corporation, which I discovered on your careers page. With over seven years of hands-on experience in construction management and a proven track record in leading teams to achieve project goals, I am confident in my ability to contribute to your company's reputation for excellence and safety.

In my previous role at XYZ Construction, I successfully supervised a team of 20 workers on a large-scale commercial project, completing it two weeks ahead of schedule and under budget. I implemented a stringent quality control process that reduced rework by 30%, resulting in significant cost savings and enhanced client satisfaction. Additionally, I played a key role in enhancing site safety by organizing weekly training sessions, leading to a 40% reduction in on-site incidents over the course of my tenure.

I am particularly impressed by Acme Corporation's commitment to innovative construction practices and community development. I believe my experience in managing diverse teams and fostering a collaborative work environment aligns perfectly with your values. I am eager to bring my leadership skills and dedication to quality to your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your projects and achieving great results together.

Sincerely,

Jordan A. Miller