

# Jordan Matthews

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Construction Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Construction Manager position at Acme Corporation, which I discovered on LinkedIn. With over seven years of experience in the construction industry, I have honed my skills in project management, team coordination, and budget oversight, making me an ideal candidate for this role. The opportunity to transition from freelance work to a full-time position at a respected organization like Acme Corporation is particularly appealing to me, as I am eager to contribute to your innovative projects.

Throughout my freelance career, I successfully managed a diverse range of construction projects, including a \$1.5 million residential development and a commercial renovation for a high-profile client. For the residential project, I implemented strict timelines and quality checks that resulted in the project being completed two weeks ahead of schedule while staying 10% under budget. Additionally, during the commercial renovation, I coordinated with multiple subcontractors, effectively resolving conflicts and ensuring that all tasks were completed to the client's satisfaction, which ultimately led to a 15% increase in referrals for my services.

I am particularly drawn to Acme Corporation's commitment to sustainability and innovative building practices, and I am eager to bring my expertise in managing complex projects to your team. I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Matthews