

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Groundskeeper

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Groundskeeper position at Acme Corporation, as advertised on your company's careers page. With a solid background in landscape maintenance and an eye for detail, I am eager to contribute my skills and passion for outdoor spaces to your team. I have always admired Acme Corporation's commitment to excellence, and I am enthusiastic about the opportunity to bring my dedication to your groundskeeping efforts.

In my previous freelance roles, I successfully managed the grounds for several commercial properties, ensuring that each site not only met but exceeded client expectations. For example, I implemented a sustainable landscaping plan for a local business that reduced water usage by 30% while enhancing curb appeal through seasonal flower displays. Additionally, I developed and executed a rigorous maintenance schedule that improved the health of lawns and gardens, resulting in a 50% increase in client retention over one year. My experience in working independently has honed my time management and organizational skills, which I believe are critical for the full-time position at your company.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to creating environmentally friendly landscapes. I am eager to collaborate with your team to maintain the high standards you uphold while also bringing forward innovative ideas for enhancing green spaces. I am confident that my dedication and experience will make a significant contribution to your groundskeeping team.

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 Acme Corporation. I am excited about the possibility of becoming a part of your team and contributing to the exceptional work you do.

Sincerely,

Jordan Mitchell