

Jordan Miller

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Maintenance Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Maintenance Manager position at Acme Corporation, which I discovered on your careers page. With a solid background in maintenance management and a proven track record of optimizing operational efficiency, I am eager to bring my skills to your esteemed company and contribute to your ongoing success.

In my previous role as a freelance maintenance consultant for various organizations, I successfully implemented a preventive maintenance program that reduced equipment downtime by 30%. By conducting thorough assessments and establishing a system of regular inspections, I helped my clients achieve significant cost savings while improving their overall productivity. Additionally, I led a team in a project that upgraded the facility's HVAC system, resulting in a 20% decrease in energy consumption and enhancing the indoor air quality for employees.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability in facility management. I believe that my experience in driving maintenance improvements, coupled with my ability to collaborate effectively with cross-functional teams, positions me well to make a significant impact in this role. I am enthusiastic about the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application.

Sincerely,

Jordan Miller