

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Groundskeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the Groundskeeper position at Acme Corporation, as advertised on your careers page. With a strong background in landscape maintenance and a passion for maintaining beautiful and functional outdoor environments, I am excited about the opportunity to contribute to your team.

In my previous role at Green Spaces Landscaping, I successfully managed the upkeep of over 20 acres of parkland, ensuring that all grounds were maintained to the highest standards. My dedication to quality resulted in a 15% increase in positive feedback from community members during annual surveys. Additionally, I implemented a more efficient irrigation system that reduced water consumption by 30%, showcasing my commitment to sustainability and environmental stewardship. My ability to identify and resolve issues proactively has consistently contributed to creating safe and appealing outdoor spaces.

I am particularly drawn to Acme Corporation due to your commitment to excellence and community engagement. I am eager to bring my skills in landscape management, attention to detail, and teamwork to your organization. I would welcome the opportunity to discuss how my experience aligns with the needs of your team. Thank you for considering my application, and I look forward to the possibility of contributing to the beautiful grounds at Acme Corporation.

Sincerely,

Jordan Smith