

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Groundskeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Groundskeeper position at Acme Corporation, as advertised on your careers page. With a strong passion for maintaining and improving outdoor spaces, I am excited about the opportunity to contribute to your team and support your efforts in creating beautiful and sustainable landscapes.

During my time volunteering at my local community park, I successfully led a group of volunteers in a landscape restoration project that enhanced the park's aesthetics and usability. We planted native species, improved soil health, and implemented an irrigation system that reduced water usage by 30%. This experience not only honed my landscaping skills but also deepened my understanding of environmental stewardship and community engagement.

Additionally, I worked part-time at a local nursery where I gained hands-on experience in grounds maintenance, including mowing, fertilizing, and pest management. I was recognized for my attention to detail and ability to work efficiently under pressure, often completing tasks ahead of schedule while ensuring high-quality results. My strong work ethic and collaborative spirit make me a great fit for the team at Acme Corporation.

I am eager to bring my skills and dedication to the Internship Groundskeeper role and would welcome the opportunity to discuss how I can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Mitchell