

Jordan T. Williams

January 16, 2026

Acme Corporation

RE: Maintenance Manager

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Maintenance Manager position at Acme Corporation, as advertised on LinkedIn. With over eight years of experience in facilities maintenance and management, I am excited about the opportunity to contribute to your team and ensure the highest standards of operational efficiency and safety at your facilities.

In my previous role as a Maintenance Supervisor at XYZ Industries, I successfully led a team of technicians in executing a comprehensive preventive maintenance program that reduced equipment downtime by 30% over two years. By implementing a rigorous scheduling system and integrating predictive maintenance technologies, we not only enhanced performance but also extended the lifespan of critical machinery, resulting in significant cost savings for the company. Additionally, I spearheaded a facility-wide safety initiative that resulted in a 50% decrease in workplace accidents, ensuring compliance with OSHA regulations and fostering a safer environment for all employees.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovation and sustainability in facility management. I believe my experience in optimizing maintenance operations aligns well with your goals, and I am eager to bring my expertise in team leadership and operational improvements to your esteemed organization. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to the continued success and efficiency of Acme Corporation as your next Maintenance Manager.

Sincerely,

Jordan T. Williams