

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: No Experience Groundskeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Groundskeeper position at Acme Corporation, which I discovered through your company's careers page. I have a strong passion for outdoor maintenance and a keen eye for detail, making this role an exciting opportunity for me to contribute to your team and ensure the grounds remain well-kept and inviting.

Although I do not have formal experience as a groundskeeper, I have spent the last two years volunteering at my local community garden where I honed my skills in landscaping and plant care. I took the initiative to lead a small team of volunteers in a seasonal planting project, which resulted in a 30% increase in the garden's overall yield. This experience taught me the importance of teamwork, time management, and the daily maintenance required to keep outdoor spaces thriving. Additionally, during high school, I worked part-time mowing lawns and maintaining flower beds for neighborhood clients, which helped me develop a strong work ethic and a commitment to quality service.

I am eager to bring my dedication and enthusiasm for outdoor work to the Groundskeeper position at Acme Corporation. I believe I can contribute positively to your team and help maintain the pristine condition of your facilities. I would welcome the opportunity to discuss how my background and skills can align with your needs, and I am looking forward to the possibility of contributing to your esteemed company. Thank you for considering my application.

Sincerely,

Jordan Mitchell