

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Construction Manager

Dear Hiring Manager,

I am excited to apply for the Promotion Construction Manager position at Acme Corporation, as advertised on your careers page. With over a decade of experience in the construction industry, particularly in managing promotional projects, I am eager to bring my expertise in driving successful initiatives to your esteemed organization.

In my previous role as a Senior Construction Project Manager at BuildTech Solutions, I led a team that successfully delivered a \$5 million promotional campaign project under budget and ahead of schedule. By implementing innovative project management methodologies and fostering strong relationships with subcontractors, we increased project efficiency by 30%. Additionally, I spearheaded a team that re-vamped our promotional material logistics, resulting in a 25% reduction in material costs while improving project visibility and communication.

My ability to effectively coordinate cross-functional teams to achieve project goals was demonstrated when I managed a complex promotional event in collaboration with the marketing department. This event not only enhanced client engagement but also boosted our overall project portfolio by 15%. I am confident that my proactive approach and track record of optimizing project outcomes align perfectly with the goals of Acme Corporation.

I am very enthusiastic about the opportunity to discuss how my experience and vision align with the objectives of Acme Corporation as your next Promotion Construction Manager. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Mitchell