

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Maintenance Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Maintenance Manager position at Acme Corporation, as advertised on your careers page. With a background in maintenance management and a keen eye for optimizing promotional processes, I am excited about the opportunity to contribute to the esteemed team at Acme Corporation, a leader in innovative marketing solutions.

In my previous role as a Maintenance Supervisor at XYZ Industries, I successfully led a cross-functional team to implement a new maintenance scheduling system that reduced downtime by 30%. This initiative not only enhanced our promotional readiness but also improved team efficiency, allowing us to complete projects ahead of schedule. Additionally, I spearheaded a campaign to revamp our promotional display systems, which boosted customer engagement by 25% and increased sales during key promotional periods.

I am particularly drawn to the Promotion Maintenance Manager role at Acme Corporation because of your commitment to excellence and innovation in promotions. I am eager to bring my expertise in maintenance strategies and operational optimization to ensure that promotional materials and displays are always in top condition, ultimately enhancing the customer experience. I am confident that my proactive approach and dedication to continuous improvement will contribute to the success of your promotional initiatives.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team at Acme Corporation. Thank you for considering my application. I am excited about the possibility of contributing to your esteemed company and hope to speak with you soon.

Sincerely,

Jordan A. Thompson