

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Groundskeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Groundskeeper position at Acme Corporation, as advertised on your careers page. With a deep-seated passion for landscaping and over five years of hands-on experience in grounds maintenance, I am excited about the opportunity to contribute to your team and ensure the aesthetic and functional integrity of your properties.

During my tenure at GreenScape Services, I successfully managed the relocation of multiple commercial properties, overseeing all aspects of grounds maintenance and landscaping. One of my key achievements was the complete transformation of a 10-acre site, which included replanting, irrigation installation, and the development of walking paths. This project not only enhanced the appearance but also improved the area's usability, resulting in a 30% increase in visitor satisfaction ratings.

Additionally, I have implemented sustainable practices that have led to a 20% reduction in water usage and increased biodiversity on the properties I managed. By utilizing native plants and developing efficient irrigation systems, I ensured that the grounds were not only attractive but also environmentally friendly. My proactive approach to grounds management and dedication to maintaining high standards aligns perfectly with the values of Acme Corporation.

I am eager to bring my expertise and passion for groundskeeping to Acme Corporation and am excited about the opportunity to contribute to your team. I look forward to discussing how my background, skills, and enthusiasms align with the needs of your organization. Thank you for considering my application.

Sincerely,

Jordan Mitchell