Edith Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · edith.applicant@email.com

September 1, 2018

Aubrey Lee

Director, Human Resources

Acme Construction

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

From the first day I began managing custom home construction projects seven years ago, I have consistently realized my objective of bringing every single project in on time and under budget.

If you agree that well-managed projects should exceed customers' expectations regarding quality and service, we should talk. To help you learn more about my track record, I have enclosed my resume. While it illustrates my experience and training, it cannot communicate my dedication to my craft. My professional creed and contributions include:

* Pride in the quality of my work, and a willingness to personally perform even the most menial tasks to remove project obstacles and get the job done.
* Success in the on-time, quality completion of 75+ new homes in XYZ City’s Sunnyside, Edgemoor, and Rolling Hills, and Berkeley neighborhoods since 20-- (portfolio available upon request).
* Ability to envision how specific parts of the house should look and flow, and to communicate those ideas to architects, designers, and upper management, always with positive results.
* Expertise in blueprint assessment and collaborating with architects throughout the course of a job to point out oversights that would unnecessarily consume the client's time and money.
* Skilled in building lasting relationships with homeowners, who frequently request project advice. Willing to provide this advice at no charge in the interest of customer goodwill when necessary.
* Excellent skills in guiding, motivating, training, and mentoring other carpenters.

Based on my experience and a strong commitment to my craft, I know I will add significant value to your team. I look forward to discussing my capabilities in more detail in a personal.

Thank you for your time and consideration.

Sincerely,

Signature (hard copy letter)

Edith Applicant

Xavier Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · xavier.applicant@email.com

September 1, 2018

Joseph Kahn

Director, Human Resources

Johnsonville Construction

123 Business Rd.

Business City, NY 54321

Dear Mr. Kahn,

It was with much interest that I learned that Johnsonville Construction is seeking a Construction Manager.

Over the course of the past eight years, I have advanced from my initial role as a general laborer to become a carpenter and foreman for ABC Residential Construction. My supervisor, Construction Manager Joe Smith, will attest to my attention to detail and quality, cost consciousness, and readiness to assume the responsibilities of a Construction Manager.

A few of my qualifications for this position include:

* 8 years’ residential home construction experience, with the proven ability to interpret blueprints and ensure that all tasks are performed on time and below budget.
* The recent completion of my B.S. in Construction Management from Hometown College.
* Proven ability to collaborate with project subcontractors to keep all project phases on schedule.
* Strong leadership skills, motivating team members through personal dedication to quality, constructive dialogue, and an uncompromised work ethic.

Confident that I am ready to assume the responsibilities of a Construction Manager, I would welcome the opportunity to meet with you to discuss my qualifications for this position in more detail. Thank you for your time and consideration.

Sincerely,

Signature (hard copy letter)

Xavier Applicant