

# RAYMOND ORTIZ

Master Carpenter  
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January 1, 2024

**Matthew Johnson**

Hiring Manager  
Layton Construction  
(987) 654-3210  
matthew@laytonconstruction.com

Dear Mr. Johnson:

As a master carpenter with over 10 years of experience in commercial and residential construction, I've cultivated expertise in furniture design and project management. In my previous role, I executed the \$25 million build-out of a housing development with over 55 homes. My leadership and construction management skills would be a strong asset to Layton Construction in the carpenter supervisor role.

Your company is highly regarded for its commitment to safety and design quality, which strongly aligns with my professional background. During my time with Desantos Carpenters, I developed a culture of safety and successfully reduced workplace accidents by over 30%. I can achieve similar results for your company based on my previous successes:

- Collaborated with construction teams, architects, and project managers to execute multi-million dollar construction projects for commercial and residential clients
- Executed the \$25 million build-out of a housing development with 55 homes, led a team of 20+ carpenters, and conducted inspections to ensure compliance with safety and quality standards
- Performed inspections on buildings to identify potential hazards, safety risks, and structural damage, created reports for clients, and recommended repairs

I hope to speak with you further regarding how my experience in construction management can help your team continue to grow as an industry leader. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

*(Insert Signature Here)*

**RAYMOND ORTIZ**