

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Skyler Thompson

Meiling Li

Hardin Construction

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Li:

I'm reaching out regarding the construction project manager opening at Hardin Construction. With over five years of project management experience, I've led a variety of multi-million dollar build-outs. I believe my expertise in managing both commercial and residential construction projects makes me an ideal candidate for this position.

Hardin Construction's reputation as an ethical, customer-focused organization draws me to apply for this opportunity. Throughout my career, I've successfully achieved the client vision while maintaining compliance with timelines, budgets, and quality standards. I am confident I can achieve similar results for your company based on my previous achievements:

- Managed teams of over 30 personnel to execute construction projects and commercial build-outs valued at over \$3 million, including custom homes, condos, and office buildings
- Oversaw two multi-million dollar projects for high-end clients, developed house design, inspected properties, and tailored designs to ensure alignment with stakeholder requirements
- Coordinated with local authorities and regulatory officials, ensured compliance with zoning regulations and building codes, and successfully prevented violations over a three-year span

I would like to schedule an interview to provide more insights into how my background in construction can benefit your team and clients. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

Skyler Thompson