

Sarah Miller

Project Manager
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Eric Green
Construction Services Department Manager
XYZ Consultants, Inc.
(987) 654-3210
e.greene@xyzconsultants.com

Dear Mr. Green,

Monitoring 11 construction sites daily to check progress while keeping all projects on budget has effectively prepared me for a position as a project manager at Builder Consultants, Inc. I believe my strong work ethic, ability to multitask and excellent time management skills have helped my success.

I am excited to bring my over two years of experience managing commercial and industrial projects and my dedicated professionalism to your company. Some of my proudest achievements include:

- Reducing construction budgets by 10-20% by using alternative building materials and energy-efficient products
- Ensuring projects met plan approval promptly by following all local code requirements, including energy-efficiency standards
- Managing a total sum of being \$1.3 million under budget over two years

I'd like to set up an interview so we can talk more about how I can contribute to Builder Consultants' construction department. Please feel free to contact me at a time that is convenient for you.

Best Regards,

(Insert Signature Here)

Sarah Miller

P.S. I'd also like to tell you about how I use my LEED certification to ensure sustainable building design.