

John Doe

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Dear [Insert name],

I am eager to apply for the role of Construction Manager as advertised on Indeed.com. I have included my CV along with my application, and would appreciate your consideration. As you can see from my enclosed CV, I have previous experience of Construction Management within a heavily regulated environment. I have also completed the OSHA 30 certification, which has allowed me to bring both structure and flexibility to the projects which I have managed. I am organised, detail oriented, and ultimately focused on project output. The experience I have gained during my time as both an Assistant Site Manager and an Architectural Designer make me a great candidate for the role of Construction Manager with your organization.

In my previous role I have been responsible for managing sites related to city utilities, which has included the management of work progression with over 25+ people working on site. In my current role, I have assisted the lead site and project manager in applying construction detailing and construction procedures to stay within zoning and building codes. I have also up-skilled myself to use software needed within my field such as Rhino, bluebeam, CAD, and whatever is needed alongside the other methods of completing project documentation employed by the organisation I currently work for. I firmly believe that open communication, ongoing monitoring of the project timeframe with the ability to adapt in real time, and actively addressing risks are three of the main focuses which have allowed me to achieve success. This has led me to consistently achieve deadlines, and keep both clients and upper management actively engaged throughout the project life-cycle.

During my time as an Assistant Site Manager, I have been able to achieve results on time and within budget, prioritise risks, and communicate clearly at all organisational levels. My experience of working with cross-functional teams in both English and fluent Spanish has allowed me to develop trusted relationships which help everyone work towards the common goal of a successful project output. I would love the opportunity to bring this level of success and dedication with me to [insert company name]. Thank you for your time and consideration. If you would like any further information please do not hesitate to contact me, and I look forward to hearing from you in due course.

Kind Regards,

John Doe