[Hiring Manager’s Name]  
341 Company Address  
Fort Myers, Fla., 33947  
(xxx) xxx-xxxx  
hiring.manager@email.com

Dear [Mr./Ms./Mx.] [Hiring Manager’s Name],

With 9+ years of experience in managing large-scale residential and commercial construction projects, I look forward to bringing my exceptional leadership skills to the assistant Construction Project Manager opening at [Company Name].

From planning project operations and managing stakeholders to allocating resources and completing milestones, I’m adept in my ability to lead teams and achieve on-time and under budget project completion. In my current role as Construction Project Manager for AEV Construction Consulting, I oversee a team of 20 FTE and 300+ contracting staff while managing 60+ construction projects annually. In this capacity, I plan and organize all aspects of projects, including site surveys, construction budgeting, bidding, negotiations and award, and project operations. Please consider the following highlights of my key achievements:

* Assisted the completion of 10,300 residential housing and condominium units, 47 buildings, and 195 hectares of site development works with 70% completion ahead of schedule
* Completed $100,000 to $150 mil. construction projects within budgetary, quality, and time constraints
* Oversaw multiple small- to large-scale projects worth $655 mil., attaining $2.5 mil. savings in costs each year

I’d greatly appreciate the opportunity to meet with you and discuss my qualifications and your requirements in detail. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Your Name

Sincerely,

Jill T. Graham