

Construction Management Cover Letter

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

I saw on your web site that you have a construction manager position opening at your company. You will see from my enclosed resume that my previous construction management experience is a great match for the requirements that you have outlined for the position.

I am considered a very effective manager that has a near perfect track record for finishing construction projects on time with few defects. I also have an ability to creatively manage team members to get the most out of their natural abilities. I have found that my management style tends to increase morale and retention. Two factors that are very important when completing construction projects on time and in an effective and efficient manner.

I will call you on Monday of next week to see when we can meet for an interview.

Best regards,
[Your Signature]