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# Example of Project Manager / Architect Cover Letter

38829 Feil Shores  
Bradleymouth, MI 08051-9558

**Dear Reese West,**

I submit this application to express my sincere interest in the project manager / architect position.

Previously, I was responsible for a detailed and accurate specification/schedule adhering to all pertinent Building codes, EN & ANSI standards and total requirements of ASSA ABLOY products as requested by our clients.

My experience is an excellent fit for the list of requirements in this job:

* Demonstrated leadership and managerial skills necessary to simultaneously direct several large professional teams working on unique and technically difficult projects in a complex administrative environment
* Demonstrated working knowledge of architectural, engineering, and construction practices
* Demonstrated familiarity with design and construction contracts, contract law, public contracting code, and construction claims procedures
* Demonstrated working knowledge of current project and construction costs and experience with industry standard cost estimating systems
* Demonstrated construction administration experience and skills to monitor contractor operations for conformance to contract documents and applicable codes, review and negotiate contractor claims, oversee work of inspectors and testing agencies, and actively assist contractor and design team in the resolution of technical and procedural problems
* Knowledge of project management tools and practices, and procedures in the field of architecture and facilities planning
* Working knowledge of applicable codes and regulations related to educational environments
* Working knowledge of project budgeting, estimating, cost control and resource management

**Thank you for your time and consideration.**

Sincerely,

Avery Kohler