

Construction Office Manager Cover Letter

480 Russell Plains Lake Tory, AR 34792

Dear Emerson Sanford,

I would like to submit my application for the construction office manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for all construction services and deliverables necessary to support the Project execution in cooperation with the Construction Home Office Section Heads.

Please consider my experience and qualifications for this position:

- Establishing and maintaining all Testing Agency correspondence, supplemental instructions, and sketches
- Establishing and maintaining all Contractors reports which include submittals, correspondence, supplemental instructions, sketches, Requests for Information (RFI), Requests for Changes (RFC), and all correspondence between the architect, engineer, testing agency, and the contractor
- Establishing and maintaining all files, submittals, daily reports, and contractor daily reports
- Receive, review and file reports and documents prepared by others on government project management team, government contractors or the construction contractor
- Posting addendums to plans and specifications
- Training new contractor employees on procedures and requirements of the job
- Experience with Microsoft Office and Industry Project software packages to include but not limited to latest versions of Microsoft Project, Primavera, AutoCAD, Revit, Prolog
- Understands commonly used construction terminology

I really appreciate you taking the time to review my application for the position of construction office manager.

