

Construction Office Manager Cover Letter

9547 Kenneth Views West Lonny, AZ 34447-3710

Dear Phoenix Legros,

I am excited to be applying for the position of construction office manager. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for regional PGS construction support for international offices and international project offices for proposals, project planning and project execution.

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

- Expense Reporting Systems (Creating)
- Expense Reporting Policies & Procedures (Reviewing and approving)
- Time Reporting Policies & Procedures
- PeopleSoft and Blueprint Basic Users
- Telephony and Webconferencing
- Travel Systems
- Financial Information Systems/Business Reporting System
- Accomplished capital project manager, including the knowledge of both design and construction processes

Thank you for taking your time to review my application.

Sincerely,

Parker Reinger