

Construction Office Manager Cover Letter

4345 Jacobs Inlet East German, CO 67896

Dear Armani Reinger,

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

In my previous role, I was responsible for selected construction management services to the Planning Office and Facility Engineering Department and Patient Care Services.

Please consider my qualifications and experience:

- Successfully demonstrated project management experience on projects while the facility is being operated
- Experience managing projects on historic and/or landmark buildings
- Demonstrated knowledge of building systems and infrastructure
- Expertise in technologies used in project management, including scheduling and project database systems
- Strong computer skills, including MS Office and Google applications
- Knowledge of regulatory agency requirements preferred
- Experience with project management, estimating, and scheduling software (Primavera P6 or MS Project preferred)
- Operating knowledge of MS Office tools (Word, Excel & PowerPoint)

Thank you for considering me to become a member of your team.

Sincerely,

Max Rutherford