

Construction Office Manager Cover Letter

9987 Emard CenterConnfurt, ID 42559-5053

Dear Max Quigley,

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.

Previously, I was responsible for counseling, guidance and direction to project site personnel in the execution of the construction efforts on the project.

Please consider my qualifications and experience:

- Working knowledge of MS Project and functional knowledge of BIM 360 and other construction management software
- Knowledge of materials, methods and the tools involved in the construction or repair of buildings or other commercial structures
- Knowledgeable of Commercial Construction Industry Standards and Best Practices
- General understanding of OSHA safety standards for construction
- Knowledge in the MS Office Suite including Outlook, Word and Excel
- Proficient research and communication skills essential
- A sound engineering background which can be used as a basis to build specific knowledge in the industrial gases market
- Project skills including Budgeting, Cost Management, Schedule Management, Admin and Organisation skills, Project Planning

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

Sincerely,

Tatum Connelly