

Superintendent Cover Letter

146 Doyle Knoll Lake Yelena, MD 85897

Dear Bellamy O'Keefe,

In response to your job posting for superintendent, I am including this letter and my resume for your review.

In the previous role, I was responsible for a superior level of customer service during pre-construction meetings, new home demonstration/delivery, and post-close warranty issues.

Please consider my qualifications and experience:

- Knowledge of construction, maintenance, and repairs to distribution system
- Managing workers
- Supervising & driving all production activities
- Overseeing job site
- Assists in the preparation of scopes of work for subcontract bid packages, distribution of bid packages, and review of quotes submitted by subcontractors
- Develops and manages the construction/installation schedule
- Reviews and approves all subcontractor invoices for payment
- Demonstrated knowledge of lumber and engineered wood products and how they are assembled and used in hand frame and panelized buildings

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Rory Gerlach