

Superintendent Cover Letter

262 Gaston LockEast Kennithview, IA 72244

Dear Story Littell,

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

Previously, I was responsible for ongoing interface with contractors construction managers local school personnel and Senior Construction Managers on project issues; routinely interacts with the clients senior managers on such matters.

Please consider my experience and qualifications for this position:

- CPR, First Aid, OSHA 10 & 20 Hour certified
- Knowledge of basic HR practices, EEO, Guiding Principals
- Strong knowledge of company rules, procedures, goals and philosophy
- Above average business acumen and technical/process knowledge
- Working knowledge of TS, ISO and OSHA requirements
- Working knowledge of Microsoft Word, Excel, Access and other related programs
- Work independently and interact with all levels of employees
- Adept at building trusting relationships

Thank you for taking your time to review my application.

Sincerely,

Parker Abernathy