Mr. Eric Powell

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Cleveland, Ohio 44122

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216-372-9855

April 2, 2018

Dear Sir

Please accept this letter and the enclosed resume as my expressed interest in securing a position with your organization in a capacity that will most effectively utilize my leadership skills, well-rounded experience, and ability to coordinate people, materials, equipment, budgets, and deadlines to meet established construction goals.

As my resume reflects, I have built a solid foundation in the various aspects of effective business operations throughout my career in management in the construction/contracting industry. My years of experience as an articulate and well-respected team player/leader encompass responsibilities in all facets of quality assurance management, project management, safety procedures, daily report writing, and problem solving. In addition, I have earned the reputation for training and leading other construction workers not only to be knowledgeable and confident regarding the particular solution or service they are providing, but also to be motivated, passionate, and excited about their integral role in that construction process. My hands-on experience in my chosen field is supplemented by numerous industry-related certificates. I truly enjoy my recent role as the Construction Manager for a local Construction firm. I am a disciplined and highly-motivated professional interested in exploring opportunities in a market where I can continue to utilize my experience, skills, and talent to contribute to the success of an established organization. I would welcome the opportunity to speak with you, in person, to discuss my particular qualifications and goals.

Thank you for your attention, consideration, and forthcoming reply.

Sincerely,

Eric Powell

Eric Powell

enclosure