**Robert Smith**

**Assistant Superintendent**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of Assistant Superintendent at your company. With my advanced qualification and experience in the field of construction management, combined with my analytical, organizational, and team collaboration skills, I am certain that I would significantly benefit your company.

[XXX Company] is one of the most famous and trusted architectural firms in the district. Your company has carved a name for itself in the field of eco-friendly architecture, which I feel is an important and inspiring initiative. The firm’s diversified work which incorporates traditional ideas in modern has never failed to amaze me. I would be honored to be a part of an ambitious and creative architectural firm like [XXX Company].

I have a Master’s degree in Operations Management with a solid and strong foundation in the complexities of construction management and architecture. I currently work at [YYY Company] where I perform the following duties and tasks:

* Coordinated and evaluated work between multiple contractors, sub-contractors, and vendors.
* Worked collaboratively with the Core Project Manager, Project Team members of different divisions.
* Inspected if the place of work follows all safety regulations and is in accordance with the contract documents.
* Monitoring layouts and recommending improvements.
* Assist with creating and enforcing a site-specific emergency action plan for assigned projects.

I bring strong expertise in operating and managing construction sites. My interpersonal skills allow me to work with professionals as well as clients. My experience has offered me an effective and well-rounded skill set, first-rate communication, and technical abilities. I believe that I could be an asset to your company.

I look forward to meeting you in person so that we can discuss the opportunity in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

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