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| **robert smith**  **Director of Construction** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[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],

I am writing to you today to apply for the position of a Director of Constructionadvertised at XXX in your esteemed company.

I have immense experience working in the field of construction at various levels. I hold a Degree in Architecture and Construction Management and have several certifications from reputed institutes. My skills, experience, and qualifications match your job requirements.

In my present job, I am carrying out the following responsibilities:

* Recommending and policy for improvements.
* Assisting in negotiating with the builder regarding construction, changes in the design, work scope, and schedules.
* Developing and implementing an effective audit program.
* Monitoring corrective actions of the contractor.
* Making sure a quality project is delivered.
* Conforming to specifications and plans.
* Supervising claims and suggesting ways to alleviate impacts.
* Developing workarounds.
* Supporting safety vision of Authority and follow all safety policies, rules, and procedures.
* Maintaining answerability for the safety performance of junior employees.
* Signing approved for drawings of Construction.

I assure you that given a chance, I will work hard to take your company to greater heights.

Looking forward to your reply.

Sincerely,

[Your Name]