

**Robert Smith**

**General Contractor**

[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 General Contractor at your [XXX Construction Company]. With my advanced expertise and experience in the field of coordinating constructions of both small-scale and large-scale projects, combined with my analytical, organizational, and team collaboration skills, I am certain that I would significantly benefit your company.

[XXX Construction Company] is one of the most famous and trusted Construction firms in the district. The firm’s diversified work which incorporates traditional ideas in modern times has never failed to amaze me. I would be delighted to be a part of an ambitious and creative firm like [XXX Construction Company].

I have a solid and strong foundation in the complexities of construction planning and coordination. I currently work at [YYY Company] where I perform the following duties and tasks:

* Assisting lead construction managers in projects.
* Monitoring layouts and recommending improvements.
* Recruited manual laborers based on their core strengths and expertise.
* Monitored and provided timely billings to the representative of the client.
* Managed all financial activities as per state construction regulation laws.

My experience has offered me an effective and well-rounded skill set, first-rate communication, and technical abilities. I have strong organizational skills, attention to detail, and a proven record of completing the assigned work on time. I believe that I could be an asset to your company.

Thank you for your time and consideration.

Sincerely,

[Your Name]