

[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],

As your new Project Superintendent, I am optimistic that as a credentialed and dedicated supervisor with more than 6 years of experience leading teams from start to completion of the projects, I will make a significant impact on your company's progress.

I would like you to have a walk through the below listed achievements and responsibilities of mine:

* Draft monthly schedules in collaboration with the project manager.
* Conduct on-site meetings with all key subcontractors and suppliers.
* Maintain compliance with all project-related activities with plans and specifications.
* Provide assistance to the project manager in documenting plans and specifying changes.
* Enforce strategies to prevent theft and vandalism on-site.
* Ensure timely completion of all field-initiated paperwork.
* Review the contract and purchase order draft language.
* Supervise a team of 56 members, including laborers and engineers.
* Oversaw $4M to $10M commercial construction projects.
* Improved project completion pace by 29% through strategically dividing the workload amongst the team.

My experience includes managing all aspects of the project for a broad range of commercial and residential construction projects while conforming to existing codes and procedures and consistently staying on schedule and on budget. I am prepared to effectively support your team in this role, having perfected my expertise in quality management, crisis management, and leadership qualities.

I think I will be an outstanding addition to your team because of my commitment to accomplishing the overall success of construction projects, as well as my valuable time collaboration and planning skills. I'm looking forward to talking more about the job with you. Thank you for considering my candidature.

Best Regards,

[Your Name]

**Robert Smith**

**Project Superintendent**