**HR Manager**

**Company Name**

**Company Address**

**Date**

Dear Mr./Mrs./Ms. (Manager’s Name)

I’m thrilled to be writing to you today regarding the Site Manager vacancy you posted on (Website Name) recently. As a motivated and knowledgeable individual with experience in the industry, I’d like to take this opportunity to apply.

I would bring to your company a variety of construction site experience, including insights of inspection codes and standards, equipment maintenance, and OSHA site safety regulations. Additionally, I have a proven track record of identifying and developing new strategies to leverage new innovations . With my present employer – Fastbolt Industries Ltd., I have constantly exceeded all goals set for me, and am valued for my ability to deal with intractable situations by coming up with robust solutions. I am responsible for inspecting on average 5 job sites per month, while assisting in building and assembling sheet metal components and equipment.

I have extensive experience of over 12 years in this sector, and am very keen to join your company. As a market leader in your field, you are able to offer applicants an array of impeccable career opportunities and a position that would present gratifying challenges. My abilities include project budgeting, managing client relationships, negotiating, resolving disputes, and critical thinking.

I would be grateful for the opportunity to showcase my abilities further at a personal interview. Please feel free to arrange a meeting at any time.

Sincerely,

Name

**Address**

**T: Phone number**

**E: email address**