**PROJECT MANAGER COVER LETTER**

**[Your Name]**

**[Phone Number]**

**[E-mail]**

**[Date]**

Dear Mr. Stevenson,

It is with great pleasure that I am applying for the Project Manager position at Crane & Jacobs Construction. I am a business professional with a bachelor’s degree in business administration and over fifteen years of project management and construction experience. It takes a highly organized person to manage and coordinate all tasks that are required for each project, and I am confident I am the candidate for this position.

Over the course of my career, I have been responsible for the design, implementation, and execution of multi-million-dollar residential projects. During that time, I developed a solid reputation for successfully and profitably managing numerous concurrent projects through all project phases from conception through completion within targeted cost, schedule, and compliance parameters.

I am an analytical, insightful, and highly disciplined problem solver with a demonstrated ability to identify and secure project resources and provide the quality leadership that invokes committed professional participation on the contractor and subcontractor levels. Additionally, I bring superb communication skills that are quite necessary for handling vendors and ensuring a project is completed within budget and on time.

In closing, I am thrilled at the possibility and would love the opportunity to meet with you and discuss the value I can bring to Crane & Jacobs Construction. I appreciate your time and consideration and look forward to speaking with you soon!

Sincerely,

**[Your Name]**