

Your Address
Your Address

Date

Robert Q. Davis
Vice President
ABC Development Company
11180 Beacon Street
Houston, TX 00000

Dear Mr. Davis:

At the suggestion of John Lyons, a mutual friend, I am forwarding you a current resume in support of my application for a construction management position with ABC Development Company.

My experience to date has been broad in scope, encompassing every aspect of real estate development, particularly construction management. In addition to a sound working knowledge of construction, I have demonstrated the ability to establish and maintain positive working relationships with subcontractors, building inspectors, and bank personnel. I am especially proud that I have been able to meet or better construction objectives on each project under my direction.

Experience with small companies and modest projects has motivated me to pursue a career with a major real estate development or construction management company. I feel confident that my past experience coupled with my commitment and enthusiasm will enable me to prove myself a valuable asset to ABC Development Company.

I would welcome the opportunity to further discuss my qualifications at a personal meeting and look forward to hearing from you soon.

Sincerely yours,

Name

Encl.: resume