

Kevin Hawkins

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16th AUG 2017

Mr. Dowling

Hiring Manager

Construction manager Position

ABC Company

London



Dear Mr. Dowling

I am writing in response to your company's job advertisement for construction manager position cited on your website.

With a proven background as a Construction Manager with over 5 years' experience providing solutions for general contracting, engineering and construction firms, I possess a record of success analyzing operations, then designing and instituting Program Management methodologies that work to improve efficiency and reduce costs.

I possess expert knowledge of how to overcome complexity to achieve results. The combination of quick insight, ability to identify process gaps, and ability to develop quality solutions have made me a heavily relied upon resource for executives desiring the implementation of sustainable improvements.

I am looking for a role that will continue to expand my capabilities and challenge me in a positive way.

Based on my experience and strong commitment to my craft, I know I will add significant value to your team. My resume and references are attached. I look forward to discussing my capabilities in more detail and am available for a personal interview at your convenience.

Thank you for your time and consideration.

Sincerely,

Kevin Hawkins