

JOHN CONSTRUCTION

620 Main Street • Wayne, NE 68787 • (402) 375-0000 • joconstruc@msn.com

Insert today's date

(3 blank lines here)

Mr. Greg Lawson
Owner
Four Seasons Builders
1123 County Road
Sioux City, IA 51101

Dear Mr. Lawson:

TIPS:

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume)
- Top margin and side margins should be 1 – 1 1/2 inches.
- Final draft should be printed on paper matching the resume (20-24 lb).
- Use positive, upbeat statements.
- Avoid starting several statements with “I”.
- No longer than 1 page, write concisely.
- Keep a copy for your records.

Please accept this application for the Construction Manager position advertised in the *The Sioux City Journal*. My strong background in several aspects of construction would make me an excellent candidate for your position.

Through coursework in the Industrial Technology program at Wayne State College, I have been involved with several remodeling and building projects in the community. In addition, my work experience in construction has allowed me to utilize framing, electrical and roofing skills. These experiences have also enhanced my organizational skills to meet project deadlines while maintaining quality standards. The enclosed resume will provide you with a summary of my qualifications

I would appreciate the opportunity to discuss my background and your company's needs during a personal interview. You may contact me at (402) 375-0000 if you have additional questions or to schedule an interview. I look forward to hearing from you. Thank you for considering me as a candidate for a position with your company.

Sincerely,

(Sign your name here)

John Construction

Enclosure