

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Construction Manager

Dear Hiring Manager,

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I am excited to apply for the Entry Level Construction Manager position at Acme Corporation, as advertised on your company's careers page. With a degree in Construction Management from State University and hands-on experience gained through internships, I am eager to bring my knowledge and passion for construction to your esteemed team.

During my internship with XYZ Builders, I successfully coordinated a team of five on a residential project, which not only met deadlines but also came in 15% under budget. This experience taught me the importance of effective communication and collaboration, skills that I believe are crucial for a successful construction manager. Additionally, I led a class project during my final year, where we designed a sustainable community center. This project won the Best Design award at our university showcase, highlighting my ability to merge innovative design with practical project management.

I am particularly impressed by Acme Corporation's commitment to sustainable building practices and believe my background in green construction aligns well with your company's values. I am eager to contribute my skills in project planning, budgeting, and team leadership to your ongoing projects. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation.

Thank you for considering my application. I would love the opportunity to further discuss how I can contribute to your team as an Entry Level Construction Manager.

Sincerely,

Jordan Smith