

[Your Name]  
[Your Phone Number]  
[Your Email]  
[Your LinkedIn Profile]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Construction Project Manager position at [Company Name]. I was recently speaking with **[Referral Name]**, who suggested I reach out to you regarding this opportunity, as my background in managing multi-million dollar commercial developments aligns closely with your current project pipeline.

With over [Number] years of experience in the construction industry, I have a proven track record of delivering projects on time and under budget. My expertise includes:

- Overseeing all phases of project lifecycles from pre-construction to closeout.
- Managing cross-functional teams, subcontractors, and vendor relationships.
- Ensuring strict adherence to safety protocols and local building codes.
- Utilizing [Software Name, e.g., Procore/AutoCAD] to streamline documentation and scheduling.

In my most recent role at [Previous Company], I successfully managed the [Project Name] project, valued at \$[Amount], resulting in a [Percentage]% increase in operational efficiency. I am eager to bring this same level of dedication and technical oversight to the team at [Company Name].

I have attached my resume for your review and would welcome the chance to discuss how my experience can contribute to the success of your upcoming projects. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]