

# [YOUR FULL NAME]

[City, State, Zip Code] | [Phone Number] | [Email Address] | [LinkedIn Profile URL]

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[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

**RE: [Job Title / Reference Number]**

Dear [Mr./Ms./Mx. Last Name],

[Opening paragraph: State the specific executive position you are applying for and provide a high-level summary of your years of experience in construction leadership, your core expertise, and your enthusiasm for the company's specific portfolio or mission.]

[Second paragraph: Detail your executive-level accomplishments. Focus on multi-million/billion-dollar project oversight, strategic P&L management, and organizational growth. Highlight your ability to navigate complex regulatory environments and high-level stakeholder management.]

[Third paragraph: Discuss your leadership philosophy and operational excellence. Mention your experience in building high-performing teams, implementing cutting-edge VDC/BIM technologies, or driving safety and sustainability initiatives across a diverse project landscape.]

[Fourth paragraph: Connect your background to the company's specific needs. Explain why your strategic vision aligns with their current project pipeline or long-term corporate objectives.]

[Closing paragraph: Reiterate your value proposition and express your desire for an interview to discuss how your leadership can contribute to the firm's continued success.]

Sincerely,

[Your Signature (if sending by mail)]

**[Your Full Name]**