

**Resumagic.com: Broadcast or "Cold" Cover Letter Sample**

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

---

October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please consider my qualifications, as summarized below and on the attached résumé, for a position of Estimator or Project Manager with your firm. I believe that the experience I have gained over the past six years operating my own construction consulting firm and the training and knowledge I received as a construction management major in college would be of enormous benefit to your organization.

As a self-employed construction management consultant, I completed over \$1.5 million in reconstruction sales and services on residential projects. I also sub-contracted my construction management services out to sub-contractors, which allowed me to perform sales, estimating, project management and collections duties. I also gained considerable knowledge and experience in the following areas:

- Successfully managed multiple projects concurrently and completed all projects on time and within budget
- Trained and supervised 23 crews of roofers, siders, window, gutter, and sheet metal installers, and interior/exterior painters comprised of 117 workers
- Gained considerable knowledge of building practices and codes

My qualifications also include:

- A Bachelor of Science in Interior Design and Construction Management (IDCM) with a minor in business administration
- Proficiency in computerized estimating and construction-related software applications such as Timberline Estimating Software; Suretrack Project Management Software; SPSS Statistical Software; and Microsoft Business Suite (Excel, Word, Outlook, Access)

In addition, I have enjoyed a reputation for being a very hard-working, intelligent, and industrious individual. My motivation is to completely utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company. I would appreciate the opportunity to interview with you. Thank you for your consideration.

Sincerely,

**JOHN SMITH**

John Smith

attachment