

Dear _____,

I have researched your corporation and am impressed with your company's reputation in the construction industry. I am very interested in exploring job opportunities in your organization, as I believe I could make a significant contribution in a company like yours, especially in these tough economic times.

Please allow me to tell you about myself. I have been in the asphalt paving industry for 19 years; my diverse experience beginning on the paving crew and the last 14 years as a Lead Paving Estimator/Project Manager. I have extensive knowledge in cost estimating and competitive bidding, with a strong focus on cost reduction strategies while maintaining quality control. Specific skills I could bring to your company also include:

SAMPLE

A copy of my resume is attached. I would happy to talk with you and discuss my qualifications in more detail. I will contact you in a few days to see if an interview would be possible. In the meantime, thank you for your time and consideration.

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