Construction Project Manager

MARCUS REYNOLDS

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TO

HIRING MANAGER
Oakridge Construction & Design

COVER LETTER

Dear Hiring Manager,

I'm writing to apply for the Construction Project Manager position at Oakridge Construction & Design. With over nine years of experience leading commercial and residential construction projects across Arizona, I bring a proven track record of delivering high-quality builds on schedule and within budget. I'm confident that my combination of field experience, technical planning, and leadership would make me an asset to your team.

In my most recent role at Falcon Build Group, I managed a $12M mixed-use development in downtown Mesa, coordinating all phases from permitting through final walkthrough. I led a team of 35 subcontractors, implemented weekly milestone tracking, and introduced a digital procurement system that reduced material delays by 22%. My background in both civil engineering and field supervision allows me to bridge communication between architects, inspectors, and crews with clarity and authority.

Oakridge's reputation for sustainable design and precision craftsmanship aligns with my passion for building smarter, greener spaces. I'm particularly excited by your recent involvement in LEED-certified community projects, and I'd welcome the opportunity to contribute my expertise in site planning, vendor negotiations, and construction software like Procore and Buildertrend.

Thank you for considering my application. I would be happy to discuss how my experience and project leadership skills can support Oakridge's continued growth. Please feel free to contact me at your convenience to set up an interview.

Best regards,

Marcus Reynolds