

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Cover letter for the post in construction

Dear Mr. or Mrs. or Ms. HR Manager,

I am happy to be writing this letter to apply for a post in construction at [mention the name of the organization or company]. For around [mention the number of years], i.e right from my college days, I have been waiting for this time and finally, the ad in [mention the name of the local newspaper] has given me a chance to fulfill my dream of serving at your reputable firm. I have all the skills, academic qualifications, and experience needed to do well in this role.

Ever since the beginning, it has been my passion to work in the line of construction. I obtained a [mention the degree] from [mention the name of the educational institution] in the year [mention it] and after that, I went on and achieved [mention the name of the course certificate] from [mention the name of the educational institution].

I possess exceptional balance and hand-eye coordination, the ability to read blueprints and instructions when needed, basic knowledge of construction principles and methods, and a solid knowledge of mixing and pouring construction materials.

For more than [mention the number of years], I have been a part of [mention the name of the firm or organization], and working there, my job responsibilities included cleaning out the site from discarded materials and debris, smoothening and leveling

new concrete or other materials, preparing and applying construction materials to fill gaps or build structures, using explosives to demolish structures as per the instructions, using equipment to break old structures and forms, unloading and carrying materials at construction sites, erecting and breaking up ramps, scaffolding, etc with attention to safety.

If you let me join your reputable firm then I will try my level best to prove to be beneficial to the organization always.

Please don't hesitate to reach out to me at the below-mentioned contact details in case you have further questions regarding anything.

Thank you,

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]