

ELAINE CAMERON

78 Some Avenue ▶ Somewhere, AB ▶ M2H 2H8

Home: (555) 555-8784 ▶ Cell: (555) 555-4222 ▶ ecameron@somecmailserver.ca



September 30, 2008

Mr. Timothy Someone
Operations Manager
ABC Company Limited
202 - 79523 Some Road
Somewhere, AB
X4H 3H9

Re: Construction Manager – Competition 06/234

Dear Mr. Someone:

Please accept the enclosed resume in consideration for the above position as advertised in the Some City's Herald Tribune on September 18, 2008. My extensive background has provided me with practical hands-on experience in all facets of residential and commercial construction that would effectively contribute to your organization's goals and objectives.

After reviewing my resume, you will see I have made outstanding contributions to my present employer, which have benefited the bottom line. These accomplishments are derived from my exceptional interpersonal and communication skills, strong attention to detail, and unparalleled work ethic. A key talent that I can bring your organization includes a practical approach to construction with a constant eye for controlling costs and finishing the project under budget, without diminishing quality. My reputation precedes me for listening to and analyzing employee's ideas and thoughts on creating a safe and productive work environment.

I am enthusiastic about exploring opportunities with ABC Company Limited and look forward to hearing from you. I will contact you in the next few days to answer any questions and schedule an interview at your convenience.

Thank you for your time and consideration.

Sincerely,

Elaine Cameron

Enclosure