



# What To Put On a Resume

**Arthur Jones**

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Date

Hiring Manager's Name

Company's Address

(xxx)xxx-xxxx

E-mail

Dear [Hiring Manager's Name],

I am writing you in response to the Construction Manager/Superintendent position listed in your ad. Let me convey my interest in the given job vacancy as I am confident that my 25 years of experience in the field of construction, management, military, and carpentry is more than enough to join your team. I am ready to fulfill the job role using all my skills and qualifications.

My current career objective is to obtain a worthy position in the construction industry that will utilize my extensive experience and skills in carpentry, general construction, and the military.

My workplaces include emergency property restoration, construction, and carpentry companies. I can refer my best management experience to the company I used to own, Aldercreek Carpentry. Being part of a team made of six tradesmen, I showed a significant progress in mastering leadership and supervision. I realized the value that high quality, responsive customer service can bring to both brand's image and firm's bottom line. I understood that my carpentry skills alone are not enough, so I have significantly improved the upselling methods, which later helped me to increase revenues and retain clients.

In Aldercreek Carpentry where I was an owner, I have achieved several great accomplishments:

1. **Dulhut Village Kitchen Renovations: \$750,000**  
Renovated 86 apartments for Port Huron Housing Commission, which included new cabinets, flooring, bifold doors, new walls, drywall, painting, plumbing, mechanical tasks, and electrical issues.
2. **Interior Closet Renovations at Desmond And Peru Villages: \$240,000**  
Renovated of 196 occupied apt. for Port Huron Housing Commission, which included the demolition of a wall between the bedroom and bathroom; building a new wall with door to create a walk in the closet.

3. Renovations to Colonnades and Community Spaces at Desmond And Peru Villages:  
\$392,000  
Included Hardi-board siding, drywalled soffits, suspended ceilings, oak base & chair rail, and new flooring.

These are just three achievements of my owned company. In addition, during these 25 years, I have focused on gaining and improving such skills as: in-depth knowledge of Word & Excel, technical writing, reporting, supervising & coaching, developing construction/demolition projects, providing first aid and CPR, taking part in creating security/risk management procedures, mastering time management, conflict resolution & effective communication, cost control, resource allocation, and client management.

My main purpose in every company was to complete each project on time. I respect the deadlines, and I understand the importance of time frames in the construction business. As long as I remember myself, I can say that I am a team player who can supervise a crew of any amount of members. I am expert in planning, scheduling, and multitasking. In any situation, I can make quick decisions based on deep data analysis.

My role of a Team Lead in Marine Corps provided me with all skills I needed as a powerful, decisive, and practical manager.

I would like to discuss your Construction Manager position in detail. I am ready to have a personal meeting with your team to prove my competence. I am available by phone or email. Looking forward to hearing from you.

Sincerely,  
Arthur Jones