

MILLER VANDYKE

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Bill Simons
Project Manager
Hillside Homes
Sidney St.
Belleville, ON
K8N 5B8

Dear Mr. Simons:

My previous experience working as part of a home build team, my educational experience and my strong work ethic make me the perfect candidate for your Assistant Project Manager - Construction position recently posted on the Job Bank.

I recently graduated from the Construction Renovation Technician program at Loyalist College. Through hands on construction projects and activities I learned many of the skills required to build a new home, including preparing cost estimates, scheduling and planning construction projects, sub-contract organization and inspection activities. Managing the onsite build of a shed from conception to completion was one of my favourite parts of the project. In addition the carpentry skills gained have enhanced my prior experience. I am extremely confident in my ability to build base footings, frame structures, and complete interior and exterior finishes. Courses related to the Ontario Building Code and local regulations and by-laws ensured I clearly understand the process for applying for permits and ensuring that drawings and construction meet regulations.

Previous experience working for Somerset Homes as a carpenters assistant and as part of the Habitat for Humanity build team provided hands on learning and work experience as part of a multi-disciplinary team. During the Habitat for Humanity build I assisted with cost estimates and preparing tender requests.

I look forward to bringing my dedication and positive attitude to your team. I can be reached at your convenience to set up an interview. Thank you for your time and consideration.

Sincerely,

Miller Vandyke

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