

[Your name]

[City] · [Phone] · [Email] · [LinkedIn or website URL]

[Date]

[Hiring manager's name]

[Job title]

[Company name]

[Address, if sending a formal letter]

Dear [Hiring manager's name],

I am writing to apply for the position of [Role] at [Company name], as advertised on your careers page. With five years' experience in project coordination across construction and facilities management, I believe I can bring organised, reliable support to your delivery team from the start.

In my current role I coordinate schedules, budgets and supplier contracts for a portfolio of refurbishment projects. Last year I introduced a shared tracking system that reduced late invoice approvals and gave site managers a clearer weekly view of progress. I also prepare monthly reports for directors and act as the main contact for three regular subcontractors, which has strengthened my negotiation and communication skills.

I am particularly interested in [Company name] because of your focus on energy-efficient retrofits in the public sector. Your person specification asks for experience of stakeholder management and working to tight deadlines, and I have attached my CV with examples of both. I hold a recognised project management qualification and a full UK driving licence.

My notice period is one month, and I have full right to work in the UK. I would welcome the opportunity to discuss how my experience could support your projects, and I am available for interview at your convenience.

Thank you for considering my application.

Yours sincerely,

[Your name]