

PAUL B. KOHLER

To whom it may concern:

I am sending my resume regarding a position of Project manager that your firm may have available, currently or in the near future. I believe that I have excellent credentials for this position and would like to discuss them further with your organization.

I am career oriented, reliable and available. I believe that with my diverse and extensive background in architecture I would be a valuable asset to your company. I am currently studying for my LEED certification and I have also logged more than the required number of Training Units to become eligible to sit for my Architectural Registration, and I plan on doing so within the next fiscal quarter.

I am an expert CAD Operator with over 16 years of experience. I have extensive experience with AutoCAD, from version 10 through version 2008, including ADT, as well as 4 years of solid knowledge of Revit (BIM) versions 8 through the current 2009 version. I enclose my resume as a first step in beginning a working relationship with your firm.

As you will note from my resume, I have a broad range of experience and qualifications in a variety of areas ranging from preparation of construction documents to construction management & cost estimating to complete commercial and residential design. In addition to my resume, I also have 5 years of residential construction experience as a framer for a custom home builder.

I believe my experience and skills provide me with the proper qualifications to meet any challenges that your firm may offer. I further feel that my experience, coupled with my personal standards and work ethics, will significantly contribute to your company's goals and objectives.

Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

Paul B. Kohler

Resume enclosed

