

David Whaley
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To Whom It May Concern:

My name is David Whaley. I am a seasoned Construction Project Manager with experience in a variety of construction types. I have managed projects up to \$30 million in value, and typically was responsible for multiple projects simultaneously.

I am currently seeking employment in the construction management field, but would also be willing to work in a field supervisory role. I have experience with project document control, scheduling, estimating, budgeting, contract negotiation and management, and in being the primary contact person with owners and designers.

Each project I have managed was completed on time, and was profitable for my company. Often times, actual profits exceeded job projections.

Enclosed are my resume, completed project list, and professional references. Additional details regarding the projects, as well as additional references are available upon request.

If given the opportunity, my experience, knowledge, and dedication can be a great asset for your firm. Thank you for taking a few moments of your time to review my qualifications.

Sincerely

David Whaley