**Dianne O’Connell**
34 Norton Road • Quincy, MA 02169
dianneoconnell88@gmail.com • (781) 718-8604
April 15th, 2025

Dear Hiring Manager,

I’m writing to express my strong interest in the Construction Project Manager role at you company. With direct, hands-on experience managing multi-million-dollar residential and commercial projects—and a toolkit that includes Procore, Bluebeam, and PMI certifications—I bring the field knowledge, leadership, and technical acumen to deliver results from day one.

In my previous roles at both Greystar and Claremont Companies, I led complex construction efforts, including the lease-up of a 132-unit luxury development and major capital improvement initiatives. I used Procore and Bluebeam to streamline workflows, reduce errors by over 20%, and keep contractors, vendors, and stakeholders aligned throughout every phase. My PMP and CAPM certifications, along with a Graduate Certificate in Real Estate Investments from Harvard Extension, have helped me bring structure and strategy to fast-paced, high-impact environments.

What motivates me most about this role is the opportunity to be on the ground floor of something lasting—transforming plans into places that serve people and communities. I take pride in being a builder who’s not only deadline-driven but also detail-obsessed, safety-conscious, and committed to clear, respectful communication at all levels.

Thank you for considering my application. I would welcome the opportunity to bring my skills, passion, and leadership to your team and discuss how I can contribute to your upcoming projects.

Warm regards,
**Dianne O’Connell**