



# WILLIAM D. CORBITT

SENIOR PROJECT MANAGER

## CONTACT

---

William D. Corbitt  
Senior Project Manager  
1234 Main Street  
City, State, Zip  
Phone: (555) 123-4567  
Email: wcorbitt@company.com

Dear Hiring Professional,

I am writing to express my interest in the role of Project Architect/Project Manager. With thirty (30) years of progressive experience in architectural design, project management, & construction administration, I bring a proven track record of successfully leading complex, large-scale projects from concept through completion while ensuring adherence to budget, timelines, & regulatory standards.

Throughout my career, I have developed deep expertise in overseeing all phases of the architectural process, including programming, schematic design, construction documentation, & construction administration. I have consistently led multidisciplinary teams, coordinated closely with clients, consultants, & contractors, & ensured compliance with building codes, ADA requirements, & industry standards. My ability to manage multiple high-value projects simultaneously while maintaining quality & client satisfaction has been a key driver of my long-term success.

As a senior-level professional, I have operated with a high degree of autonomy & leadership, guiding project teams & making critical decisions regarding design direction, materials, & technical execution. I have supervised & mentored architects & designers, fostering collaboration and strengthening team performance. My experience aligns well with the expectations of your position, including providing strategic direction, approving specifications, & resolving complex design & construction challenges.

In addition to my technical capabilities, I bring strong communication & client relationship skills. I have built long-standing partnerships with public & private sector clients by delivering functional, innovative, & sustainable design solutions. I am excited about the opportunity to contribute my leadership, technical expertise, & decades of experience to your firm. I am confident that my background in managing complex architectural projects & leading high-performing teams will make a meaningful impact on your organization.

Thank you for your time and consideration. I welcome the opportunity to discuss how my experience aligns with your needs & to contribute to the continued success of your firm.

Best regards,

*William D. Corbitt (Bill)*