

June 27, 2009

Dear Recruiting Manager,

This letter is to express my interest in the Project Management environment. Based on my skills in Engineering and Project Management, I am confident that I would be a great addition to your team.

Please see attached resume which highlights my experience in Structural Engineering and Project Management. This experience has allowed me to gain a diverse knowledge in both producing engineered documents and field construction techniques. I have engineered, inspected and constructed steel framing, concrete foundations, tilt-wall panels and metal buildings.

Recently, I have traveled continuously throughout the U.S. and Canada to manage construction projects. I have hired Superintendents, subcontractors and Architects as needed. Moreover, I have communicated and organized tasks well with clients, Architects and General Managers while focusing on quality and economics.

Therefore, I feel my qualifications for the Project Manager position would provide both analytical and practical engineering knowledge in a team concept. Please do not hesitate to contact me if you have any questions. I would appreciate the opportunity to review my qualifications in more detail.

Sincerely,

Paul Burdett
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Objective: To continue utilizing my engineering knowledge and construction experience in a Project Engineering / Construction Management environment.

Experience: **Unifirst Corporation** **San Antonio, Texas**
Corporate Project Engineer / Manager *May 00 / May 2009*

- Traveled throughout the U.S. and Canada (75%) to manage multiple ground-up construction projects simultaneously and provide oversight;
- Responsible for organizing and administrating contracts for multi-million dollar projects (industrial / commercial) in accordance with approved documents (A & E), budget demands and municipality codes;
- Interviewed and selected vendors, negotiated contracts, and managed Superintendents and Project Managers per site location;
- Provided sketches / AutoCAD drawings of field changes then integrated data to Change-Order Requests (building, site or inter-office improvements);
- Used MS Project to develop timelines / budget reports then forwarded monthly to Director of Engineering;
- Ability to consistently rectify both field design and personnel problems using years of practical and analytical engineering and construction knowledge (both design and field experience);
- Desire to produce a quality product while focusing on economic concerns with minimal supervision;

James Austin Engineers, Inc. **Houston, Texas**
Project Engineer-(Structural) *Oct.97 / Feb 00*

- Worked in a structural engineering consulting environment to develop plan sets used in custom residential and commercial construction projects (Wind Plan, Framing Plan, Foundation / Tilt-Wall Plan);
- Responsible for structural engineering design, drafting and field inspections of each project;
- Communicated closely with clients, architects and in-house engineers to provide detailed engineered documents using required codes (I.B.C., S.B.C.);
- Used software to analyze reactions in structural members (steel, concrete and wood framing) for determining best economical size, shape and placement of member;
- Traveled regularly as client's liaison to provide oversight and inspection of changes to structural framing members;
- Made recommendations and signed-off on completed phases of construction;
- Provided structural details and deflection calculations to clients as needed;
- Logged project changes for pricing adjustments / Change Orders;

Education: **University of Houston; Houston, Texas** **Fall 1996**
Bachelor of Science: Structural Engineering & Design: GPA 3.43
Accreditation Board for Engineering and Technology (A.B.E.T.)
Minor in Mathematics: Associate of Science: July 1993
Member: Tau Alpha Pi (National Honor Society for Engineers)

References: References and university transcripts available on request.