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To whom it may concern,

I am writing to ask for your consideration in my application for employment. Enclosed please find my resume for your review. You will find that I have more than 20 years of experience in the residential, commercial and communication construction industry. For the last 17 years I've also been working in a leadership and supervisory role in this field. In this role I have developed and negotiated contracts, maintained project schedules and developing management plans utilizing the latest scheduling and cost estimating software. I have experience throughout all elements of a project schedule from project inception through project closeout.

The opportunity to personally discuss my qualifications and show you how I would be an asset to your organization would be greatly appreciated. My references are available by request.

Thank you in advance for your consideration.

Sincerely,

Wm. Blair Kuhlwind

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William Blair Kuhlwind

Qualification Summary

Extensive experience in the construction estimating and management field including contract administration.

Employment

D'Anastasio Corporation – Estimator

2006 - 2008

Responsible for preparing project budgets for single family home, multi-story apartments, and row home style communities. Attended *Builders League of South Jersey* functions and seminars to building relationships with potential subcontractors. Maintained current material and labor pricing for the corporate database. Responsible for effectively communicating changes between the sales force and subcontractors including client driven customization and pricing adjustments. Utilized Microsoft Excel / Outlook / Word.

Stallone Electric Inc. – Site Coordinator

2005 - 2006

On-Site project leader for cellular site construction. Responsibilities included bid walks, ordering materials, scheduling crews and subcontractors. Organized and maintained paper work which included submitting final close out packages with As-Built red line drawings, punch lists and any other project specific documentation.

Purofirst of South Jersey – Crew Leader/ Estimator

2003 - 2005

Responsibilities included supervising crews on rehabilitation projects for insurance claims of fire or water damage. Typical projects included removal and installation of kitchens, drywall, decks, framing, roofing, finish carpentry, carpet & ceramic flooring, and painting. Coordinated communication between project managers, crew and customers.

Mark 1 Restoration – Project Manager / Estimator

1999 - 2003

Responsible for accurately estimating repairs for fire, water, vehicle and storm damage and completing appropriate forms for submission to the insurance industry. Also responsible for communication between crew leaders, customers and Insurance adjusters. Organized and obtained all pertinent information and customer satisfaction paper work for final billing to the insurance company.

Brian T. Greening Inc. – Supervising Foreman / Finish carpenter

1991 - 1996

Projects consisted of low income housing remodeling. Removed and installed kitchens, decks, doors & windows, siding, roofing, finish carpentry, and fire restoration.

Danley Custom Builder - Carpenter

1985 - 1991

Responsible for reading plans and framing new homes, sheathing, siding and basement remodeling.

Education

Burlington county collage – Insurance course for Brokers license

Rancocas Valley high school – High school Diploma

Ossi Vo – Tech – architectural & mechanical Drawing