Leo Malkin

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Human Resources

Dear HR Manager,

Thank you for the opportunity to apply for the BIM Specialist role at your company. After reviewing your job description, it’s clear that you’re looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am confident that I possess the necessary skills to do the job adeptly and performed under high expectations successfully.

I am an adaptable professional who has received consistent praise from my co-workers and management. Over the course of my 17-year career, I’ve developed a skill set directly relevant to the BIM Specialist role you are hiring, including, Revit Certified, Revit Training, AutoCAD drafting, Family Creation, BIM library management and solving Autodesk software issues. Overall, I have consistently demonstrated creative thinking, planning, and problem-solving abilities in every aspect of my BIM Specialist role at Cathy F. Benson, AIA, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I believe you will agree that I am the type of competent and competitive candidate you need. As a very flexible candidate, travel up to 100% and relocation as needed is an open factor. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 2019612679 or via email at hireleo41@gmail.com to arrange a convenient meeting time. During our meeting, I will be happy to explain in detail the work experience gap on my resume.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Leo Malkin