

Jennifer Huggins

jenniferhuggins.office@gmail.com | (919) 673-0494 | Raleigh, NC 27615 | www.hugginscommercial.com

Dear Hiring Manager,

I am writing to express my interest in a full-time position within your estimating and bidding department. I am an experienced attorney and commercial real estate professional with significant depth and breadth of knowledge across contracts, financial analysis, risk allocation, and document management, and I am seeking to transition these skills into a long-term career in construction estimating and project support.

My background combines litigation expertise with strong analytical capabilities and a highly collaborative working style. I have extensive experience reviewing, organizing, and synthesizing large volumes of technical and contractual documentation; developing coherent narratives from complex information; and aligning scope, budget, schedule, and risk to support sound decision-making. I am particularly skilled in document control, cost and schedule synthesis, and ensuring that teams remain coordinated from conceptual planning through profitable execution.

At this stage of my career, I am eager to join an estimating team where I can continue learning the technical aspects of construction bidding while contributing immediately through disciplined analysis, clear communication, and attention to detail. I would welcome the opportunity to begin in a supporting role under more experienced estimators, assisting with quantity reviews, bid documentation, scope analysis, subcontractor coordination, and proposal preparation as I deepen my estimating skill set.

I am currently available to work full-time and am actively pursuing both my General Contractor's license and OSHA certification. I am committed to developing the technical credentials necessary to grow within the construction industry and to becoming a long-term contributor to one organization.

I would appreciate the opportunity to discuss whether there may be a place within your estimating department where my background, work ethic, and long-term growth goals could align with your team's needs. Thank you for your time and consideration.

Respectfully,

[Your Name]
