

Dear Hiring Manager,

As a detail-oriented MSc Quantity Surveying part-time student with a passion for precision and a proven track record in housing management and property operations, I am excited to submit my application for the Trainee Assistant Site Manager position.

My educational background includes a Master of Science in Quantity Surveying from the University College of Estate Management (Reading, UK), complemented by a Higher Diploma and Diploma in Building Studies (NHD) from the Hong Kong Institute of Vocational Education. My academic journey has equipped me with a comprehensive understanding of construction principles and project management methodologies, preparing me well for the challenges of the Trainee Assistant Site Manager role.

With a comprehensive understanding of construction principles and project management methodologies, coupled with practical experience gained during my tenure as a Housing Officer at the Hong Kong Housing Authority, I am confident in my ability to excel in this role. I have successfully managed tenancy affairs for a large portfolio of properties, ensuring compliance with regulations and achieving optimal operational efficiency. Additionally, my experience in conducting feasibility studies and implementing cost reduction strategies during my time as a Management Surveyor further demonstrates my ability to drive results and add value to your team.

I am particularly adept at contract administration, cost/value management, and procurement and management of subcontract packages, all of which are crucial skills for the Trainee Assistant Site Manager role. My strong attention to detail, analytical mindset, and effective communication skills make me well-suited to collaborate with the project team and support commercial matters to ensure successful project delivery.

I am eager to further discuss how my background, skills, and enthusiasm align with the needs of your team. I can be reached at +44 7886 651660 or via email at imlap124uk@gmail.com. Thank you for considering my application. Please find attached my resume for your review.

Warm regards,

K.L. Hung, Kenneth