

Wycliffe Ndiwa

P.O. Box 1416 – 3000, Kitale

Phone: 0728 400 925 | Email: ndiwarobin63@gmail.com

Date: _____

The Human Resource Manager

[Company Name]

[Company Address]

RE: APPLICATION FOR THE POSITION OF SITE SUPERVISOR

Dear Sir/Madam,

I am writing to express my interest in the position of Building Construction Site Supervisor at your company. I have over three years of experience in construction supervision and masonry work, with a proven record of managing building and water project sites effectively.

While working with Session Blue Contractors Ltd, I supervised several successful projects, including Nyalil Bay Water Project, Denga Primary Water Project, and the ongoing Kitale Industrial Park (CAIP) project. My experience has strengthened my skills in team coordination, quality control, and adherence to safety standards.

I am a hardworking and responsible professional who is committed to delivering high-quality results within deadlines. I believe my technical knowledge and practical experience make me a strong fit for your organization's construction team.

I would appreciate the opportunity to discuss how I can contribute to your company's ongoing and future projects.

Thank you for your time and consideration.

Yours faithfully,

Wycliffe Ndiwa

Phone: 0728 400 925

CURRICULUM VITAE

Personal Information

Name: Wycliffe Ndiwa
Address: P.O. Box 1416 – 3000, Kitale
Phone: 0728 400 925
Email: ndiwarobin63@gmail.com
Date of Birth: 30th September 1990
Marital Status: Married
Nationality: Kenyan

Career Objective

A motivated and experienced Building Construction Site Supervisor with over 3 years of hands-on experience in both masonry and site supervision. Skilled in managing construction sites, ensuring quality workmanship, and maintaining high safety standards. Dedicated to completing projects efficiently, on time, and in compliance with client specifications. Seeking to contribute my technical skills and leadership abilities to a reputable construction company.

Professional Qualifications

- Certificate in Building Construction (Field Practice – Nill)
- Safety-conscious with practical site experience in civil and building projects.
- Trained and experienced in supervising and coordinating on-site activities.

Work Experience

Site Supervisor / Mason

Session Blue Contractors Ltd — January 2022 – Present

Duties and Responsibilities:

- Supervise daily construction and water project works.
- Coordinate site workers, subcontractors, and material deliveries.
- Ensure construction follows approved plans and specifications.
- Conduct inspections to maintain quality and safety standards.
- Record daily work progress and report to the project manager.

Major Projects Handled:

1. Nyalil Bay Water Project – Supervised pipework and structural components.
2. Denga Primary Water Project, Kendu Bay – Managed plumbing and finishing works.
3. Homabay State Lodge – Assisted in structural and finishing works.
4. Onong'no Water Project, Kisumu – Oversaw civil works and safety compliance.
5. Kitale Industrial Park (CAIP) – Ongoing supervision of structural works and labor teams.

Experience Summary: Mason (1 Year), Site Supervisor (2 Years)

Skills

- Strong site supervision and leadership skills.
- Good knowledge of building materials and construction methods.
- Ability to interpret construction drawings and specifications.
- Excellent communication and teamwork.
- Safety and quality control awareness.
- Record keeping and site reporting.

Personal Attributes

- Honest, hardworking, and reliable.
- Physically fit and ready to work under pressure.
- Focused on meeting deadlines and maintaining quality.

- Cooperative and safety-conscious team player.

Referees

1. Mr. Mureithi – Site Agent, Tom Mboya Mother & Child Hospital – 0711 696 022
2. Mr. Denis Waithaka – Project Manager – 0700 847 337
3. Mr. Ogolla – Site Agent – 0726 668 653
4. Mr. Georfry – [Position Not Specified] – 0713 256 554
5. Mr. Christopher Bahasa – [Position Not Specified] – 0726 130 398