

Subject: Inquiry regarding opportunities with Primont – Jeremy Marchildon

Dear Hiring Manager,

I have been following Primont's recent work in your Summit development as well as your upcoming Wasaga Walk community with great interest. The quality of craftsmanship and the sustainable design, community planning along with your architectural style aligns perfectly with the standards I have upheld throughout my 20-year career in residential development and construction management.

I am writing to introduce myself and express my strong interest in joining your team.

As a construction executive who has led operations for Corsica Homes and Ashton Ridge Homes West, I bring a comprehensive background in guiding residential communities from concept to completion. My experience spans land acquisition and design through to construction, sales, and warranty service, ensuring projects are delivered profitably and to a high standard of quality.

Key highlights from my experience include:

- **Executive Project Leadership:** Successfully directed major developments such as *The Grove* (\$27M, 101 homes) and *Legacy Pines* (\$48M, 160 homes), managing all aspects of budgeting, trade contracts, and municipal approvals.
- **Operational Optimization:** Implemented builder software systems (including BuildTopia and NewStar) to streamline operations across sales and construction, resulting in improved workflow efficiency and cost control.
- **Sustainable & Quality Building:** I am a NetZero Certified Builder and experienced with EnergyStar standards, with a track record of cultivating high-performance cultures that earn customer service awards.

I am eager to bring my expertise in strategic planning, contract negotiation, and full-cycle project management to Primont. Whether you are looking for leadership in operations, project management, or land development, I am confident my proactive approach would make me a strong asset to your upcoming projects.

I have attached my resume for your review. I would welcome the opportunity to sit down for a brief coffee or a call to discuss how my experience aligns with your current and future needs.

Thank you for your time and consideration.

Sincerely,

Jeremy Marchildon

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Jeremey Marchildon

Construction Executive | Project Management | Residential Development

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Professional Summary

Accomplished construction executive with 20+ years' experience leading residential development projects and operations. Proven track record of delivering award-winning communities, optimizing workflows, and driving cost-effective, high-quality outcomes.

Experience

President – Corsica Homes | Collingwood, ON | 2015 – 2025

- Led design and development of residential communities from concept to completion
- Implemented builder software to streamline operations across sales, construction, and service
- Cultivated high-performance culture, earning multiple customer service awards

President – Ashton Ridge Homes West | Guelph, ON | 2013 – 2015

- Oversaw full-cycle operations including production and construction scheduling
- Managed contracts and purchasing to maintain schedule integrity and cost control
- Delivered actionable sales reporting and strategic pricing recommendations to the CEO

Contracts Manager – Ashton Ridge Homes West | Guelph, ON | 2010 – 2013

- Directed trade contracts and developed comprehensive scope of work agreements
- Conducted estimating for base home plans, upgrades, and design studio selections
- Managed purchasing functions aligned with production timelines

Key Projects

- **The Grove – Midland, ON (2017–2023) – \$27M – 101 homes (townhomes, semis, singles)**
 - Managed budgets, design, trade contracts, and purchasing across all phases
 - Oversaw architectural drafting, permit approvals, and sales/marketing efforts
- **The Rustic Collection – Collingwood, ON (2016–2020) – \$3.5M – 9 homes on rezoned 1.69-acre site**
 - Managed budgets, design, trade contracts, and purchasing across all phases
 - Oversaw architectural drafting, permit approvals, and sales/marketing efforts
- **Rockwood Mews – Rockwood, ON (2016–2018) – \$6.6M – 21 stacked/3-story condo townhomes**
 - Managed budgets, design, trade contracts, and purchasing across all phases
 - Oversaw architectural drafting, permit approvals, and sales/marketing efforts
- **Legacy Pines – Caledon, ON (2010–2017) – \$48M – 160 semi & single detached condo homes**

- Managed budgets, design, trade contracts, and purchasing across all phases
- Oversaw architectural drafting, permit approvals, and sales/marketing efforts

Education

Grade 12 Diploma

Certifications

- NetZero Certified Builder
- EnergyStar for New Homes
- Advanced Building Science

Skills

Project Management: Contract Negotiation, Estimating, Scheduling, Workflow Optimization

Technical Skills: Microsoft Excel, Word, Outlook | SoftPlan | BuildTopia, NewStar, Design Studio Manager

Leadership: Team Development, Cross-Functional Collaboration, Strategic Planning