

Architecture Cover Letter Example

James M. Smith
8304 Grant Drive
New York, NY 10001

October 12, 2015

Mr. Chris Anderson
Design Director
ABC Architects
145 Main Street
Boston, MA 02108

Dear Mr. Anderson:

With this letter, I wish to express my strong interest in working with ABC Architects as a Junior Designer. After three years in design and construction, I believe I would bring several areas of competence to ABC Architects. My résumé detailing my professional background is enclosed for your review and consideration.

In my current position, I manage a team of designers and coordinate various consultants and work streams under demanding deadlines. I have contributed to the design of numerous high-rise projects including the First Bank Tower in New York and the Finance Office HQ in Dallas.

Through these and other projects detailed in my resume I am experienced with building materials and systems, sustainability techniques and construction administration on complex projects. I have extensive experience with a broad range of design and management software including AutoCAD, Sketchup, Revit, 3DS Max and Adobe Suite.

I would very much like to speak with you about the designer opportunities and the ways you can utilize my expertise. Please expect my call on Thursday, October 15th to arrange a convenient time to discuss. I look forward to speaking with you about this opportunity.

Sincerely,

James M. Smith



Notice it does not say, "I look forward to hearing from you" or "Please call me at your earliest convenience." You need to be firm and show initiative at this stage.

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