

John Smith
15483 South Glenn Avenue
Atlanta, GA 30339

June 10, 2018

Mr. XYZ
ABC Architecture Associates
539 Peachtree Road, Suite 207
Atlanta, GA 30300

Dear Mr. XYZ:

Please accept my resume in response to your posting for an Architecture Intern at ABC Architecture Associates. I plan to graduate in May of 2019 from Kennesaw State University (KSU) with a Bachelor of Architecture and have a strong interest in environmental and sustainable design. Having reviewed your company website, I believe my design style is a good fit and that I can quickly make a strong contribution to the firm. Beyond that, I know ABC Architecture Associates has long been a leader in the field of Architecture and it would be an honor to work for a firm of this caliber.

While attending KSU, I have worked as a Student Intern at Tyler Designs each summer since 2017. The work there on the new stadium project incorporated environmental design elements and led me to identify my talent in this area. I have worked on a variety of class projects including luxury home, commercial and industrial building design and am currently focused on my thesis where I am creating an urbanscape designed to bring social spaces, shops and restaurants into an underdeveloped neighborhood in the metro Atlanta area.

I possess excellent computer and technical skills with advanced knowledge of Adobe, Revit, Auto CAD, and Maya and am a quick study of new graphics and design programs. I am extremely detail oriented and have strong problem solving skills that enable me to complete projects that reflect the highest of standards. I have excellent interpersonal and communication skills and can function well as a team member and as a leader. I thrive under pressure and am willing to work the hours it takes to meet deadlines and firm objectives.

I have enclosed a copy of my resume along with selections from my portfolio for your review. I will reach out to you the first of next week to see if we can schedule a time to talk further about my qualifications for the position. If I can answer any questions for you in the meantime, please contact me at 404-234-5678 or by email at email@email.com. I look forward to talking with you.

Respectfully,

John Smith