**Arthur Carter**

**🖂 Street Address, New York, NY 55900 🕿 123-456-7890 🖂** **[Email Address]**

**Today’s date**

Mr. Carl Wood, Human Resources Director

ABC Company

Address, City, State, zip  
  
**Re: Position of Architect**

Dear Sir,

I present my resume for the position of architect as posted on your website.

During my 15 years of working, I designed office buildings, commercial buildings, and residential homes according to traditional or contemporary styles.

Some of my responsibilities include:

* Ensuring that construction proceeded according to schedule and that clients were very satisfied with the results.
* Preparing architectural designs for the interior and exterior of the building, listing all materials needed.
* Supervising the construction of the project from beginning to end, including maintaining high work quality standards while making sure that all safety procedures are followed.

I use Revit software for Building Information Modeling, Adobe, or MicroStation 3D CAD Software to provide two or three-dimensional representations of the proposed building.

When I come for an interview, I would like to bring a portfolio of structures I have designed and to discuss with you further the direction that your company is looking at in terms of future construction.

I can be contacted at 123-456-7890 or [Email Address].

Thank you for your time and consideration.

Sincerely,

**Arthur Carter**

**Attachment: Resume**