**Jules Stein**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: [Email Address]

 **Today’s date**

Mrs. Sharon Oren

ABC Company, Inc.

Street Address, City, State, Zip

**Re: Interior Designer Position**

Dear Mrs. Oren,

In response to your job posting in this week’s Cape Cod Capers, I attach my resume.

As you’ll note, I have a decade and a half worth of experience in pleasing a wide range of clients with my designs. In addition to designing projects from scratch, I have been involved in many renovation projects, and would welcome the chance to share some of the past projects in my portfolio with you.

In addition to innovative, outstanding designs, I’m able to keep a project within budget and communicate well with architects and clients. My work methods include:

* Designing the interior of a house, office, or lounge according to customer preference, including color selection, choosing textiles and other materials (stone, glass, brick, indoor fountains, artwork, growing plants, tiles, carpeting, furniture, etc.)
* Presenting blueprints and drawings, including computer generated “as built” representations
* Problem solving and remaining within budget

I am eager to hear about the direction you envision for your company’s showrooms and would welcome the chance to meet with you and your team in person.

Please feel free to contact me at 777-333-9999 so we can arrange a mutually convenient time.

Thank you for your consideration.

Sincerely,

Jules Stein

**Enclosed: My Resume**