

Mathew Gordon
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

8th September 2013

Dear Mr Gordon,

I am writing to express my interest in the Architect position with your company. I am also very excited about the possibility of working for a reputable and growing company like yours where I will have the opportunity to work on architectural design and planning in a professional setting.

With my degree in Architecture and my hands-on experience in this field, I am confident that I have those specific qualities that you are looking for in a candidate.

Over the past two years I have been employed by Rayners Building Consultants where I have worked on a variety of residential, commercial, and retail mixed-use projects in the education, and healthcare sectors. Since working for this company I have managed projects from the initial design stage right through to completion. My enclosed CV clearly shows my knowledge of structural design, material resolution and building economics, as well as my ability to utilise Auto CAD, Microsoft Office, Adobe and other graphics communication programs.

I am a dynamic and ambitious architect who possesses the design and development flair needed to plan, coordinate and be involved in all phases of an architectural project. On top of all of this I have superb communication skills and client liaison ability as well as a strong technical understanding of UK Building Regulations.

I appreciate your consideration of my application and look forward to further discussing this opportunity with you in person. Please feel free to contact me anytime to arrange an interview.

Yours sincerely,

Mark Harris
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