**ARCHITECTURE COVER LETTER**

Ilona Trenchancy

1234 35th St, #6

Astoria, NY 11106

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Jessica Calatrava

Hiring Manager

Shop Architects

233 Broadway, 11th Floor

New York, NY 10279

Dear Jessica,

As an urban design student and NYC-based architect, I was thrilled when I stumbled across your opening for the junior architect position. My previous architecture experience has honed my creativity, design, and teamwork skills, among others, and I know I have the skills and knowledge required to take Shop Architects into the next chapter.

During my time at Big Apple Architects, I learned and developed many skills and abilities which would carry over well into the junior architect role at Shop. My 2+ years of experience producing design and construction document drawings gives me an excellent starting point for this new role.

During my time at BAA, my wins included:

* Delivered all project budgets within 99% accuracy of completed costs.
* Led design of more than 25 residential and commercial building properties.
* Instituted new collaboration approach with project management team which saw a 35% decrease in planning time.

As my accomplishments show, I am very proud of the work that I do, whether it’s interpreting design intent into working drawings or leading production of CAD drawings. If awarded the opportunity to prove myself at Shop, I will come with that same work ethic and motivation.

I would welcome the chance to discuss Shop’s upcoming projects and plans and share with you how my wins at BAA can easily transfer to your agency for any project type.

Sincerely,

Ilona Turenchenko