**ARCHITECTURE COVER LETTER**

Zhan Meng

555-555-5555

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APE Construction, Inc.

Windsor, CT, United States

11/10/20XX

Application for the position of Assistant Architect

Dear Sir/Madam,

I was very pleased to learn that you are looking to fill an Assistant Architect position within your company and if I get the opportunity to join your team, I'll be coming to you with a pro-active approach and proven track record of extraordinary accomplishments and results which I've achieved throughout the years of my professional career.

With an Architecture degree from a prestigious Harvard University, I am looking for a job where I can apply my expertise and knowledge of the field. At Harvard University, I was among the top 5% of students and won the Academic Excellence Award which was a great satisfaction for the years of hard work and determination I always put in. I also participated in multiple societies and other extracurricular activities, including Debate Club, Engineering Society, and Riding Society and served as a First-Year Class Representative from 20XX to 20XX. During my studies, I gained extensive knowledge of various aspects of architecture which are important for the role.

My work experience includes an Assistant Architect job at RXR Construction Services, LLC and I am highly skilled in the preparation of detailed project designs, development of surface area plans, production of weekly/monthly reports on the progress of the assigned projects, and completion of site visits. Furthermore, I am adept at working under pressure and can function well independently or in team environments. I am a native Chinese speaker who is also proficient in English and has a basic knowledge of German. On top of that, I am able to use and have experience with various industry software programs, such as SketchUp, Revit3D, Studio Max, Photoshop, AutoCAD, and V-Ray.

After reviewing your job ad, I believe that my experience and expertise are in a perfect line with your current needs. I can be reached at the above phone number, and I look forward to speaking with you soon.

Thank you for your time and consideration.

Sincerely,

Zhan Meng