**JUNIOR ARCHITECT COVER LETTER**

Josue Ortega

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

Dear Mr. Gleason,

This letter is sent to express my interest in the junior architect position your company is offering. I am enclosing my resume to give you a good idea as to why I see myself as the perfect applicant for the job. I have the hands-on experience that promises to bring great value to any team or project on your drawing boards.

In the last four years my junior architect talents have leaned toward drawings design development and architectural presentation. For the first two of those years, I completed my education earning a Bachelor of Science in Architectural Design.

Attending school and working at the same time showed me how to be flexible adjusting for odd and unexpected hours and working my life around projects effectively. It also showed me how to adapt to changing environments maintaining solid and friendly relationships with coworkers. Throughout my experiences I have been directly involved in over 20 successfully completed residential projects.

From general office management to creating AutoCAD and construction documents I promise to be the junior architect your company needs. I would gladly come in to give you even more details about my background and to discuss the position further.

Until then I thank you for your time.

Best Regards,

Josue Ortega