



--Isaias Garcia--555 W53rd St.--New York City, NY 10019--  
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Architecture Work Office  
175 Varick Street  
New York , NY 10014  
RE: Intern  
02/28/2015

Dear Sir or Madam,

You need an intern with a meticulous attention to detail and excellent interpersonal, verbal and writing skills. You also need someone who is very proficient using AutoCAD, 3D programs like Rhino and knows how to use both Adobe Suite and Microsoft Office. My experience and status as an Architecture student going into my last year make me an great candidate for the intern position you have available at your firm.

In my time as a college student, I have been given me a solid foundation for this internship. I am comfortable performing a wide range of job duties ranging from filing paper work, to hand and CAD drawings. As my Resume can attest to, I am comfortable with a varied range of programs. I am eager to contribute my enthusiasm and skills to the Architecture Work Office, and help further there mark in New York.

My resume will give you a greater understanding of my qualifications. Please contact me if you have any questions.

Sincerely,

Isaias Garcia  
(347) 721-5496  
igarcia2893@gmail.com