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Architecture Work Office
175 Varick Street
New York , NY 10014
RE: Intern
03/15/2015

Dear Sir or Madam,

While on Archinect, I saw that you had an opening for an intern in your office. The ad stated that 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 in 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 AutoCAD 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. I also have experience creating Construction Drawings for approval, as well as Design Drawings.

My resume will give you a greater understanding of my qualifications. Please contact me if you have any questions, or for an interview. Thank you again for your consideration

Sincerely,

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