Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am pleased to apply for the position of Architect in (name of the company). I have liked your company after I paid the company an official visit in (date or time of the year). I loved the way every employee was treated by the company manager. I was moved after I got to hear genuine good comments about the CEO of the company and his way of dealing with matters. Honestly, I was impressed by (name of the company) and somewhere deep down the heart I have always desired to work under the supervision of such a person.

After I saw the advertisement that the company was looking for an Architect, I genuinely felt that this was my chance. I have been given the opportunity to have a job of my own desire. If I am selected for the post of Architect in the company this would be a matter of great honor for me. I assure you that with my technical expertise and a passion for design and management I would bring a breeze of fresh air to the company. Moreover, my experience of more than five years would also come in handy in completing the assigned tasks.

Speaking of my expertise and my previous role as an Architect in (name of the company) I have performed my duties as an Architect in (name of the company) for (number of years). I was responsible for looking after different tasks as part of my job in (name of the company). These tasks included the construction of documents for all the residential as well as the commercially used properties. I was also responsible for analyzing the project risks and devising ways of justifying these risks to the stakeholders.

I have graduated from (name of the university). It is one of the leading universities in (name of the country/ state). Moreover, after my graduation, I did my internship in (name of the company). In addition to gaining some professional experience, I was fortunate enough to learn and implicate some of the software used by the Architects. The software included AutoCAD, sketch up, Revit and ArchiCAD. I am proud to state here that I have complete command on all this software.

I would like to conclude my cover letter by thanking you for considering my application for the post of Architect in (name of the company). Working with your company would be a great honor for me, therefore, I look forward to learning more about your company and the responsibilities an Architect has in your company.

Sincerely,

[Your Name]