Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I feel very happy writing this cover letter for the position of Architect in (name of the company). I have heard a lot of good stuff about your company. I also once read the interview of the CEO of (name of the company) in (name of the newspaper or magazine). Honestly, I was impressed by reading his thoughts and learning more about his vision. After I completed reading the article my heart wished to have such a supervisor. I can learn so much by working under the supervision of such a talented and broadminded person.

My respect for (name of the CEO) increased when I met one of the employees of (name of the company). He had so much to say about (name of the CEO). He praised him and told me it was the best experience of his life. This motivated me a lot and I applied for the position of internship in (name of the company). Fortunately, I got selected and worked under the supervision of (name of the supervisor). Here I would like to state the words of the employee of (name of the company) that “those few months have been the best part of my life”. I did what I love i.e. Architecture and that too under the supervision of a person whom I idealize. My internship ended on (date).

I worked in (name of the new company) after I completed my internship in (name of the previous company). I have worked there for two years. Although people there were also nice and decent, I have always missed my experience in (name of the company). Therefore, when I learned that (name of the company) is offering a post for an architect I knew I have to apply. This could be the golden chance I have been waiting for the past 2 years.

I have completed my graduation from (name of the university) in (month and year). I am the gold medalist of my batch. I was fortunate enough to study numerous other subjects along with Architecture such as psychology. This has created confidence in me and has helped me with my communication skills. I am also an expert in using different software such as AutoCAD, SketchUp, ArchiCAD, and Revit. Moreover, I have a professional experience of 2 years of working in (name of the company) under the supervision of (name of the team Head).

I would like to thank you for your interest in my application. Please accept my gratitude for giving some time to my cover letter. I look forward to learning more about your company and the responsibilities that an architect has in (name of the company).

Sincerely,

[Your Name]