

6104 CR 383
Anson, TX 79501

September 18, 2005

Randy Herschelman
Focus Point INC.
3939 Belt Line RD #575
Addison, TX 75001

Dear Mr. Herschelman:

I am writing in response to your advertisement on www.monster.com. I would like to be considered for the position of Architectural Drafter. I believe that my academic training at Texas Tech University, along with my experience with the Architectural Office of Tim Rice McClarty, AIA, would qualify me for the position.

My education at Texas Tech has given me a strong background in architectural design, construction, and implementation, along with a variety of computer skills that are necessary to bring any project to life. I have been trained in 2-D and 3-D design on a variety of architectural computer programs that I know will be beneficial to your company. I have concentrated on more of a construction and design aspect to architecture, rather than a more theoretical approach.

While working at the Architectural Office of Tim Rice McClarty, AIA, I have been able to apply what I have learned in school to several projects that have been designed during my time there. These projects include a \$5 million sanctuary renovation to the First Baptist Church in Abilene, TX, a \$1.5 million Chinese Restaurant in Abilene, TX, along with many smaller projects in the \$200,000 to \$500,000 range. Since Tim McClarty has a small office, I was able to experience a vast range of the responsibilities and aspects of what it takes to be an architect.

The enclosed résumé provides an overview of my education and experience. I would like to meet with you at your convenience to discuss my qualifications for this position. You may write me at the above address or leave a message at (325) 669-5781. My email address is justin_r_allen@hotmail.com.

Sincerely,

Justin Allen

Enclosure (1)