

Sharon Shim
313 Creek Dr. #117
Wayne, PA 19087

Ms. Helen Weiss
Personnel Director
Creative Architecture Studio
15 Main Street
Hartford, CT 06109

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April 4, 2019

Ms. Helen Weiss
Personnel Director
Creative Architecture Studio
15 Main Street
Hartford, CT 06109

Dear Ms. Weiss:

I am responding to the full-time architect position advertised in yesterday's *New England Tribune*. As indicated on the enclosed resume, I have the credentials you are seeking and believe I can be a valuable asset to Creative Architecture Studio.

I recently received my bachelor's degree in Architecture from Rhode Island of Design College. The following table outlines my areas of concentration:

Materials a Method	30 hours
Design Principles	31 hours
Urban Design Principles	31 hours
Manual Representation	26 hours
DP Seminar: Love of Beginning	49 hours

In addition to my coursework, I have the following architecture and design skills and experience:

- Worked as an intern at a smaller architecture studio to home and small business customers.
- At Rhode Island School of Design, I helped my professors and fellow classmates with their projects and dilemmas.
- Helped out the children that attended Vacation Bible Study. And was a kitchen volunteer at MANNA

As you can see by my resume, I am well qualified for this position. I will call you next week so we can set up a time to discuss my career opportunities at National Computer Sales. If you would like to speak to me before then, please call me at (860) 555-4499.

Sincerely,

Sharon Shim

Enclosure: Resume