

Architectural Intern Cover Letter

12629 Fay PlainsHaitown, FL 33078

Dear Riley Dare,

In response to your job posting for architectural intern, I am including this letter and my resume for your review.

Previously, I was responsible for onsite support during ASU football games in the EVP suite, requiring assistance outside of normal business hours, when games resume to in-person audiences.

My experience is an excellent fit for the list of requirements in this job:

- A college junior, senior or graduate level student in a recognized Architecture, Drafting, Facilities Construction Management, or related program
- Experience in organizing construction documents and project files
- Experience in using Revit, AutoCAD, and supporting technologies
- Proficient with MS Office Suite (Excel, Word, Outlook, OneNote, Sharepoint)
- Meet requirements and sign a Confidentiality and Non-Disclosure Agreement
- A current college student or
- A college graduate, within the last 12 months
- Historical and current architectural drawings

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Dakota Deckow