

Project Architect Cover Letter

1784 Kuphal ShoreEast Maxberg, PA 32318-0385

Dear Emerson Prosacco,

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

Previously, I was responsible for direction to contractors and architects and redirects work as necessary to comply with CSU-HDS Design and Construction standards, quality standards, international building code, and other State regulations.

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

- Advanced experience in all phases and aspects of a project including programming and planning
- Strong graphic, 3D visualization and computer drafting skills
- Experienced building codes, specifications, and building engineering systems
- Experience reviewing construction documentation
- Expertise in Photoshop, Illustrator and other Adobe suite software
- Experience directing or managing junior staff
- Architect Licensure or NCIDQ preferred
- Experience in construction inspection and project administration, submittal processing, RFI management, change order management, report preparation, meeting minute preparation, file management and document management

I really appreciate you taking the time to review my application for the position of project architect.

Sincerely,

Jordan Boyle