

## Sample Assistant Architect Cover Letter

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**Tom Hansen**  
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Sim City, VIC 3000  
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[date]

**Bill Ditt**  
HR Manager  
SkyLine Architecture & Design

Dear Mr Ditt

**Re: Assistant architect position**

I am writing to apply for the position of assistant architect as advertised on Seek.com.au.

I have a Master's degree in Urban and Regional Planning and also hold a Bachelor degree in Architecture. Now that my studies are concluded, I am looking forward to applying my skills and passion for architectural design and planning in a professional setting.

In addition to my academic qualifications, I also have practical experience working as a part-time Designer and Project Assistant. Through this experience, I have developed a comprehensive understanding of project plans and design, coupled with the ability to manage the associated documentation. During my time as Project Assistant at the Framework Research Institute I was required to liaise with the relevant local government and its citizens, which gave me practical insight into the planning process and developed my ability to manage professional relationships.

I possess a high degree of attention to detail and am very organised. I learn quickly and constantly strive to succeed and excel. I have excellent communication skills and enjoy interacting with others, with the ability to work well as a member of a team, while confident in assuming responsibility for independent work.

My other skills include an excellent working knowledge of CAD programs, SketchUp and the Adobe Creative Suite. I have limited experience with Autodesk Revit, but am confident in my ability to quickly master use of the program with additional training.

As a naturally enthusiastic and hard-working person I believe that I would make a positive addition to your team. I would welcome the opportunity to discuss this application with you further and look forward to hearing from you.

Yours faithfully,

**Tom Hansen**