(Your Name)

(Your Physical Address)

(City, State, Zip Code)

(Telephone Contacts)

Date

(Hiring Manager’s Name)

(Company Physical Address)

(City, State, Zip Code)

(Telephone Contacts)

Dear Hiring Manager,

Re: Application for the position of Architect Engineer

It is with much excitement that I draft this letter to you for the position of Architect-Engineer with your organization. I am qualified for the stated position for two main reasons. First and foremost, I do possess the bare minimum academic qualifications.

I hold a Bachelor of Science degree in Architecture from the prestigious LKM University. Then, I have a passion for matters of building and construction. This is evidenced by my over 5-year working experience in the capacity of project managers with various firms.

In my most recent appointment, I was tasked with the responsibility of overseeing the management of a construction task, which I did with zeal and zest. My stint in that position saw me cut down the costs of construction by a whopping 30%.

Thanks a lot for your time and consideration in advance. I am indeed looking forward to a call for an interview and, if possible, an opportunity to take up the role. Feel free to reach out to me for any clarification. I am always willing and on standby to handle such issues promptly.

Sincerely,

(Your Signature)

(Your Name)