(e-mail address)

Re: Application for the post of an Architect

Dear Hiring Manager,

Following the announcement you posted on your website to the effect that an Architect vacancy exists in your organization, I, with this submit my application for the same with pleasure. I plan to bring in a combination of heavy experience and exceptional academic accomplishments if you give me the job.

For one, I graduated with a degree in Architecture with flying colors from the prestigious KKK University. Immediately after my graduation, I got employed as an Architectural Assistant with a leading Building and Construction firm.

My splendid performance in the capacity saw me rise through the ranks to that of a Project Manager within five years. Kindly refer to my enclosed resume for a further breakdown of my achievements and other vital pieces of information. Feel free to ask me to clarify any gray areas.

You also noted that your ideal candidate has to possess marketing skills. Well, I also sourced for clients in my part-times during my stint at the said organization. I did manage to bring in more clients and shore up the profit margins of the firm by roughly 25%. I believe this makes me appropriately suited for the vacancy.

Sincerely,

(Your Name)