**Michael Lemodo**  
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[Date]

Mrs Jennifer Bankson

HR Manager

Construction Pioneers – Ghana  
Dear Mrs Bankson

**Re: Project Architect**

Please accept my application for the position of Project Architect as advertised on JobWebGhana.com on 15 July 2010.

I am a dynamic and ambitious architect with three years’ experience in various projects and constructions on houses, home units, industrial and commercial buildings, urban design, heritage and conservation, and defense-listed sites. Since graduating from the Kwame Nkrumah University of Science and Technology, I have worked in several well-known architecture and design companies.

I possess impeccable technical and computer skills with advanced knowledge of Auto CAD, Microsoft Office, Adobe and other graphics communication programs. In previous jobs I have often been called severally to work on 3D designs and plan drawings especially at Regimauel Estate.

My attention to detail and excellent problem-solving skills ensure that every project I work on is done accurately and to the highest possible standard. I am comfortable working as part of a team but also have the ability to take an authoritative role when the situation arises. My verbal communication skills and positive attitude make me an effective communicator with all clients I work with.

I look forward to the opportunity of discussing my application with you further and how I can significantly contribute to the ongoing success of your company.

Yours sincerely

[Sign here]

Michael Lemodo