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Date:

To:  
The Head Architect  
Acres Wild Association  
765 St. Peters Avenue  
Jewel Square  
New York 876543

Dear Sir,

Subject: Application for the post of a junior architect.  
Reference: Word of mouth from the director of Architectural Estates.

I would like to apply for the post of a junior architect as mentioned by my acquaintance. I aspire to work for an esteemed company such as yours. I am looking for stable and permanent job and learn and explore more of my abilities. I am 29 years old and I have worked for three different companies so far:

* 2004; Assistant Architect; Marlin Dunn's Architectural Firm; 2 years  
  Architectural presentations with Charles DeGaul
* 2006; Assistant Architect; Taylor Bailley Architects; 3 years  
  small-scale landscaping projects, projects for construction of complexes
* 2009; Junior Architect; Mason Architectural Firm; Current employment  
  dealt with fabrics and geodesic domes

I take great interest in fabric work and construction of geodesic domes. I have been conducting research over the same for the last five years. I wish to pioneer a different architectural style using my knowledge about fabrics and domes. I trust that your company would be a great avenue to implement my ideas. My fresh outlook can be of great service to you and I assure you, you will have earned an asset from my recruitment. I am a very determined and diligent worker. I take great pride and painstaking efforts in whatever I do. Tackling problems has also never been a problem. I work efficiently and deliver promising results. I would like to discuss more on these lines if we could schedule a personal interview. I will provide the necessary proof documents at the interview itself.

Thanking You  
Yours sincerely  
Shannon Compton