William Turner,  
126, Western Street,  
876/9, California  
william.turner@example.com  
Contact No.: 145-165-8976

To,  
Mr. Kelvin George,  
HR Manager,  
873, ABC Company Ltd,  
56784, Los Angeles

**Subject: Application for the position of a Senior Architect**

Dear Mr. Kelvin,

With reference to Mr. Samuel Jeffery, director in your company I would like to apply for the position of a senior architect. It is he who informed me about the vacant position.

Since last 2 years I am assisting Mr. Hemming who is one of the renowned architects in California. I have completed my graduation in Architecture and am currently pursuing a diploma course in emerging architectural trends and designs. In addition to this I have also attended a four months training program on 'advanced architectural designing'. As a result I am well-acquainted with the drawings, designing codes, planning and all other functions related to architecture. It has deepened my knowledge of architecture and polished my sense of designing too. I am well versed with software applications needed to carry out designing and coordination of the same and I can successfully handle customized house designing projects.

Hoping for a positive reply from you in this consideration and look forward to have a personal interaction with you. Enclosed are resume, specimen designs and experience certificates.

Thank you,

Yours sincerely,

**William Turner**