

Full Name

Address

Phone | Email address

DATE

Company's name

Human Resources

Company's Address

To whom it may concern,

I'm submitting my resume to your company for a position as a drafter and at the same time making myself available for other opportunities that you might currently have.

I graduated in Architecture from *(Name of the University or Educational Center)* and I also have an interior design diploma from *(Name of the University or Educational Center)*. I worked for 2 years in government projects working in the drafting, supervision and coordination areas. The year before I moved to Canada, I was working for a glass facilities and elements company, being most of the work the design and supervision of the facilities.

Being AutoCAD and REVIT programs par excellence, as well as Microsoft office administration tasks.

I considerate myself as a qualified candidate and experienced professional with background knowledge, organizational skills and strong commitment. I am also an open to change and active employee with and easygoing attitude and very respectful.

I am highly motivated and convinced of being able to deliver outstanding results, even though I don't so please see all my references and experience as tools you can effectively use in the achievement of this institution overall goals.

If you need to get in contact with me, please either send me an email to (email address) or give me a call to mu phone number (Phone number)

Thank you in advance for the opportunity and take in consideration my professional information. I look forward to take the next steps with you.

Sincerely,

Name