

Sample Cover Letter – Interior Architecture

Julia Murray
13 Berry Street,
Richmond, VIC 3121
0411 123 456
Email jmurray@gmail.com

DO NOT COPY: You are advised not to copy this sample, but to use it to generate ideas to create your own resume.

2 February 2015

Maddie Granata
Hecker Phelan Guthrie
mgranata@hpg.com.au

Dear Ms Granata,

RE: ASSISTANT INTERIOR DESIGNER

I am writing to apply for the Interior Designer's Assistant position with Hecker Phelan Guthrie as recently advertised on the Seek website. With 'a penchant for retaining the old' when working on diverse projects in hospitality, retail, commercial and residential, HPG offers the multi-discipline exposure and challenge I am seeking in an environment in which to take the next step in my career.

My recent industry placement with Artisan Interiors provided the opportunity for me to work on a variety projects. I have liaised with architects to design, develop and produce presentations for architectural submissions. I also designed and produced materials for award winning submissions, including presentation panels, reports, booklets and photo catalogues. During this placement I demonstrated that I thrive as part of a creative team while also being able to work autonomously to meet tight deadlines.

In addition, while undertaking the Bachelor of Interior Architecture at Monash University, I showed I have drive, motivation and a passion for innovative design solutions. These qualities have been proven through achieving consistently with distinction results for *Interior Architecture Studio*, *Structures and services* and *Contemporary discourse in design*. Throughout my studies I have developed skills for research, design strategy and a high capacity for aesthetic resolution.

As a result of my recent studies and my industry experience, I am a confident user of the Adobe suite, Revit, 3D Studio, Illustrator and Photoshop. To compliment these technical skills, I have enrolled in a further drawing elective to expand my professional capabilities.

In addition, I have highly effective time management skills as demonstrated by my ability to balance full time study and employment. I have had a broad range of experience through part-time work which has included waiting, administration and call centre work. Throughout all of these roles, customer service and team work have been major components and I have consistently demonstrated the ability to interact with a wide variety of people of different ages and backgrounds. My managers and supervisors can endorse my work ethic as I am hardworking and reliable. I have enclosed my resume and folio CD. Thank you for taking the time to look at my application. I look forward to meeting with you to show you my folio and discuss the opportunity of joining the team at Hecker Phelan Guthrie.

Yours sincerely,

Julia Murray



Interior Designer's Assistant Position Melbourne

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Hecker Phelan Guthrie are seeking to employ the following role:

Interior Designer's Assistant

- Supporting senior staff on interior focussed projects
- Revit and 3D Studio experience a strong advantage
- Immediate start

We are looking for a driven and motivated staff member with a strong design appreciation and ability to participate in a creative team seeing projects from concept to completion.

Please send a low resolution portfolio to mgranata@hpg.com.au