

Justine Sawyer

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Dave Jones
ESP Architects Incorporated
214 5th Avenue, Suite 673
Des Moines, Iowa 97865

Mr. Jones:

Please consider this letter as application for a summer internship position with ESP Architects Incorporated. I am a third year student in Architecture at Iowa State University and am willing to put my energy and creativity to work for ESP. Your firm's efforts in green design are highly interesting to me. I am especially impressed with the XYZ project featured in your firm's on-line portfolio.

My major goal for the internship is to gain first hand experience in an architectural firm and expand my knowledge of how a firm works. The enclosed resume summarizes my qualifications for an internship. In addition to taking courses in building structures, environmental design, and design studio, I was honored by having my project published in CORE, an Iowa State student publication. Along with coursework, I have learned a lot from part-time jobs and believe my work experience demonstrates an ability to manage time effectively, provide excellent communication skills, and present a strong work ethic.

Please give my application careful consideration. An internship with ESP would be a major step forward in my career path in architecture and I believe I could be a valuable asset to the ESP team. I would like the opportunity to meet with you to further discuss my qualifications and internship opportunities and will call to see if a time could be arranged for us to meet. I appreciate your time and look forward to hearing from you.

Sincerely,

Be sure to sign your name

Justine Sawyer

Enclosure: resume