Here is a sample cover letter for a fresh graduate looking for a position in an architectural firm.

30th July 2000

Mr. Anthony Macapagal
Human Resource Department Head
Molave Architectural Designs
12 St. Angelina St.,
Las Vegas, NV 89109

Dear Mr. Macapagal:

My recent work as an assistant project architect for the past twelve months in an architectural firm based in California started when I finished college. Now I am confident that I can work as project architect based on the job descriptions for the project architect your company is looking for.

I finished as cum laude with a degree of architectural designs in the University of California in Los Angeles on May 1999. During my college years, I worked as part-time assistant for some project-based architectural designs in some companies. I also used to be invited by some student organization in the University of California in Los Angeles to conduct lectures about architectural techniques. As a president of a student architectural organization during college years, my leadership and professional skills have been honed.

Please consider my application by reviewing my resume and credentials attached with this cover letter. I am looking forward to your response. Thank you and God bless.

Very truly yours,

Harry Winsky