



# Michelle Richardson

INTERIOR DESIGNER

 Dayjob.com, Street Birmingham

 0123 456 7890

 info@dayjob.com

 Facebook.com/your name

Contact name

Company

Address 1

Address 2

Address 3

Date: 15<sup>th</sup> March 2020

Ref:

Dear .....,

This letter is to express my interest in your vacant position for a Interior Designer, which was recently advertised on the Dayjob.com website.

My skills and capabilities are strongly in line with the requirements stated in your job description, making me believe that I would be a perfect fit for this role. During the last two years with my present employer, I have been successfully taking projects through from concept to completion. I possess excellent drawing and presentation skills, and am conversant with all key fields of Interior Designing.

As a good team player who is open to working in a fast paced environment with demanding deadlines, I can quickly create superb individual conceptual designs, work out costs and prepare estimates.

As someone who is creative, technically minded and has great attention to detail, I can easily design, develop and deliver unique high end results. I am an expert at AutoCAD, 3D modelling, visualization, animation, Photoshop, PowerPoint, Hand sketching, Vectorworks, lighting and colour schemes. Greater details of what I can offer and of my accomplishments can be found on my attached resume.

My goal right now is to secure a suitable position with a reputable company like yours, where I can be part of a highly creative team who work with well respected clients or brands. In this regards I trust that my attached resume will entice you enough to invite me for an interview.

Yours sincerely,

*Michelle Richardson*

Your name