

**JANE SMITH**

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**05.21.2018**

Mr. David Anderson  
Designhaus Architecture  
301 Walnut Blvd.  
Rochester, MI 48307

Dear Mr. David Anderson:

I am interested in the part-time receptionist position that is available at your design firm. I am a junior at Romeo High School and have taken many CTE classes like Drafting and Architecture I and II.

As I looked into architecture firms nearby, I came across Designhaus Architecture and browsed your portfolio. I became intrigued when I realized that I actually have visited a few of them, like Brown Iron Brewhouse and Rochester Brunch House. I would be a great candidate for the position because I have gained some previous experience of the requirements through babysitting. I would also already be familiar with architectural terms due to my taking Drafting and Architecture classes at Romeo.

If you have any questions, do not hesitate to contact me anytime at [janesmith@gmail.com](mailto:janesmith@gmail.com). Thank you for your time and consideration.

Sincerely,

*Jane Smith*

Jane Smith

Enclosure (1)