



William Dacotua

2222 SW 22nd Ave.
Milwaukie OR 97222

September 4, 20XX

Ignatius M. DeBoss
Human Resources Manager
ACME Architects
10101 SW Pine St.
Portland OR 97204

Dear Mr. DeBoss,

Recently, I read your advertisement in the Oregonian for CAD Designer. I am a recent graduate from Portland Community College with an AAS in Architectural Drafting and Design. The training and skills I have acquired, coupled with my related work experience, enable me to meet the qualifications of this position.

I have strong AutoCAD and REVIT skills and have developed full sets of both commercial and residential plans. My design skills are complemented by real-world construction experience. I feel I can make a positive addition to your team.

Enclosed is my resume. I look forward to the opportunity to discuss my qualifications with you. Please contact me at (503) 222-2222 if you have any questions or would like to arrange an interview. Thank you for your consideration.

Cordially,

William Dacotua

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