

Michi Hashimura

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Ignatius M. DeBoss
Human Resources Manager
ACME Architecture and Design
10101 SW Pine St.
Portland OR 97204

Dear Mr. DeBoss:

Recently, I read your advertisement in the Oregonian for CAD Designer. I have a Certificate in Sustainable Design from Portland Community College and am working on an AAS in Interior 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 skills and have developed space plans for both commercial and residential projects. My design skills are complemented by real world remodeling design and sales 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 and to share my portfolio with you. Please contact me at (503) 555-5555 if you have any questions or would like to arrange an interview.

Thank you for your consideration.

Cordially,

Michi Hashimura

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