



## **William Dacotua**

2222 SW 22nd Ave.  
Milwaukie OR 97222

September 4, 2003

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 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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