

Michi Hashimura

4321 92nd Ave.
Tualatin OR 97062
(503) 692-4321

September 24, 2003

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 am a recent graduate from Portland Community College with 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) 692-4321 if you have any questions or would like to arrange an interview. Thank you for your consideration.

Cordially,

Michi Hashimura

enc