

## Sample Cover Letter for an Advertised Position

Return address and date

Mr. Wofford Ernit  
Senior Partner  
Design Associates  
1200 Pennsylvania Avenue  
Washington, DC 20031

Dear Mr. Ernest,

Through Esteemed Designer, a critic for one of my landscape studios at the University of Pennsylvania, I learned that you are accepting applications for a Landscape Designer with experience and interest in urban design. After reading the position announcement and reviewing your website, I would like to be considered for this position.

Even before I returned to graduate school, I was aware of Design Associates' high standards for environmentally-sensitive design. At Penn I've had the opportunity to study some of your projects in detail. Everything I've learned about your firm has increased my respect for it. I'm enclosing a resume and some samples of my work for your review. As you will see, I graduated from the University of Delaware, then had the opportunity to work at RTKL, where I was exposed to large-scale planning. This May I will complete a Master of Landscape Architecture with a Certificate in Urban Design at the University of Pennsylvania. In addition to improving my design skills, the program has provided outstanding training in an integrative approach to design. Most of my studio work has involved projects in urban settings. My plan for a mixed use urban waterfront included some particularly interesting challenges, which are briefly described on the sheet which accompanies the samples. My skills include AutoCAD 2002, PhotoShop 7.0, 3DS Max and Illustrator. I work well in an interdisciplinary team setting, and enjoy communicating with clients.

I would welcome an opportunity to meet with you in person to review my portfolio and discuss how my skills and experience might meet your needs. I will be in Washington from March 12-14. If it is convenient for you, perhaps we might meet sometime then. I will call you at the end of the week to inquire. Meanwhile, if you would like to see more of my work, I'll be happy to send it. Should you wish a candid evaluation of my work, a list of instructors, critics, and former employers who would be happy to provide it is enclosed.

Thank you very much for your consideration.

Sincerely,

C. M. Fortune