

# HARRY POTTER

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October 30, 2018

Oprah Winfrey, Hiring Manager  
ABC Company  
1234 Main Street  
Hamilton, ON  
L9R 1X0

Re: AutoCAD Technician [2018-225]

Dear Ms. Winfrey,

ABC Company's focus on sustainability and green initiatives coincides with my knowledge of and passion for reducing the environmental impacts of structures. I developed this area of interest through Mohawk's Green Building Fundamentals course where I earned 85%. Please accept my application for the AutoCAD Technician position with ABC Company. My Architectural Technology diploma from Mohawk College combined with my 4 years' experience using AutoCAD will allow me to contribute positively in this role.

As indicated on my resume, I recently completed a co-op position at Engineers Inc. where I assisted engineer project managers to create drawings for transportation planning focusing on sustainable public transportation systems. In this role, I developed my ability to work in a team environment while collaborating with 5 other co-op students and attending weekly design team meetings. In addition, I showed attention to detail throughout my capstone project at Mohawk College. This project involved using AutoCAD to create permit construction drawings for commercial buildings as well as a mock up of contract documents, project administration, and cost control. These experiences helped develop my understanding of project management from feasibility study to implementation which I will bring to ABC Company as an AutoCAD Technician.

My combination of AutoCAD experience and knowledge of sustainable building design will contribute to my success in this position. Thank you for your consideration and I look forward to having the opportunity to meet for an interview to discuss how my qualifications can help address ABC Company's needs.

Sincerely,

Harry Potter

**Commented [A1]:** If you include your LinkedIn, make sure to customize your url. Here's how: <https://www.linkedin.com/help/linkedin/answer/87/customizing-your-public-profile-url?lang=en>

**Commented [A2]:** This is the reference number from the job posting.

**Commented [A3]:** This shows that I have done research about the company and can connect their goals with my own.

**Commented [A4]:** This provides proof/context/examples to show I can back up what I'm saying about my knowledge/passion/skills.

**Commented [A5]:** These are the essential requirements.

**Commented [A6]:** This provides the employer with information about my past work experience and relevant skills. I don't have paid experience creating permit construction drawings as requested in the job posting so instead I highlighted the transferability of my past experience (creating drawings, assisting engineer project managers) as stated in posting.

**Commented [A7]:** I'm highlighting the 'soft skills' requested in the job posting and provided an example of how I developed those skills (through co-op experience).

**Commented [A8]:** I don't have a lot of work experience so I've highlighted my academic experience because it is directly related to the job.

**Commented [A9]:** This statement tells the employer how I will help them (not how this job will help me)

**Commented [A10]:** Reminder of skills and experience

**Commented [A11]:** Thank them

**Commented [A12]:** State your interest in next steps