

Amar Singh

example@myemail.com | (098) 765-4321
456 My Street, San Diego, CA 76543

Haley Yu

Johnson Fain

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Ms. Yu:

I would like to apply for the senior interior design position at Johnson Fain. In the past year, I won a multi-million dollar contract by creating a cohesive and practical schematic design for a Fortune 500 company's head office. I believe my experience as both a leader and creative designer will allow me to excel in this role.

Johnson Fain's reputation as an award-winning architectural firm draws me to apply for this opportunity. In 2022, I achieved the Commercial Office Design Award from California Home+Design for my holistic and innovative office layout. I am confident I can achieve similar results as a member of your organization based on my career accomplishments:

- Oversaw interior design projects valued at up to \$15 million, led stakeholder meetings, liaised with architects and contractors, and delivered high-quality, holistic interior designs
- Conducted product and materials sourcing, developed furniture plans, layouts, and visual designs, and identified opportunities to improve space utilization for offices by over 20%
- Procured furniture, materials, and home décor from vendors, negotiated prices, identified business needs, managed art selection, and ensured compliance with project deadlines

I would like to schedule an interview to provide more insights into how my holistic approach to interior design can create value for your organization. You may contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

Amar Singh