

1029 Lake Avenue
Bronx, New York 14953

October xx, 20xx

Ms. Wendy Wilson
Human Resource Director
Lewis Architects
10 Water Street
Bronx, New York 12933

Dear Ms. Wilson:

I am a student at the Rochester Institute of Technology's National Technical Institute for the Deaf majoring in Architectural and Civil Drafting Technology (ACDT) and I expect to receive an Associate's degree in May of next year. I am seeking a 10 week cooperative work experience (co-op) in the field of computer aided drafting. My classes end in May and I am available to begin work in early June.

My skills include developing plans for residential and commercial buildings. I have experience creating floor, foundation, and furniture plans, as well as elevation, wall section and building section drawings using AutoCAD 20XX and Revit 20XX. I am also capable of field measuring existing projects and creating as-built drawings. I've enclosed my resume for your review.

I would like to arrange an appointment with you to discuss a summer co-op opportunity with your company. I will be contacting you soon to arrange a convenient time to meet. If you have any questions about my experience or skills, you can contact me through my e-mail address at msmith@email.com. I look forward to meeting with you soon.

Sincerely,

Mary Smith

Encl.