

**Robert Smith**

**Architectural Technician**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Contractor website, I felt compelled to submit my resume for your review. With over 7 years of experience in the field of Architecture and Design, I am confident that I can contribute to the success of your team.

In my current position as Architectural Technician at ABC Architects, I draw up architectural plans with AutoCAD and BIM software for construction projects using research and design skills. I also perform site visits to obtain data for layouts and consult with clients to determine their needs.

Some of my responsibilities include:

* Utilized AutoCAD to design floor plans and elevations for a local architect.
* Drafted construction plans for a 1,000-square-foot, single-family home.
* Designed the roofing system, including roof elevations and truss drawings.
* Coordinated with architects and clients to create a set of construction documents that were accurate and error free.

I have a degree in Architectural Technology from Illinois Institute of Technology, which has helped me gain a solid understanding of drafting concepts and terminology.

I believe that my knowledge would be an asset to your organization. If you think we may be a good fit, please contact me at (555) 555-5555 or [email] to set up an interview. Thank you for your time and consideration, and have a great day!

Sincerely,

[Your Name]