

[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],

This is regarding the job opening for the position of Draftsman. I came across this job opening at XXX.

I hold a Bachelor’s Degree in Architecture and have 5 years of experience working with an architect firm. My work in this firm helped me to understand nuances of working in this field. I have gained a lot of experience in designing different layouts and delivering the assigned work within the given timelines with no scope of mistakes.

I have constantly worked hard to add more to my skill sets so that I can add more value to my job. In my present firm, I am taking care of the following responsibilities.

* Good understanding of different designs and products being produced in the company.
* Understanding and gathering complete information from clients of their requirements.
* To improve production, I begin by working out things which are necessary during production to make planning for further execution.

Having necessary skills, exposure, and experience in this field, I firmly believe that I can add more value to my job if given a chance working with your esteemed company.

Thanks for your valuable time and for considering my candidature for this position. Please find attached my resume for your kind perusal.

Looking forward to your reply soon.

Sincerely,

[Your Name]

**Robert Smith**

**Draftsman**