
Architecture Cover Letter Format

[Your Name]

[Address]

[City, State ZIP]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Title]

[Company Name]

[Address]

[City, State ZIP]

Dear [Recipient's Name],

[Opening paragraph: Briefly introduce yourself, the position you're applying for, and how you heard about it.]

[Second paragraph: Discuss your qualifications, experience, and why you're interested in the company.]

[Third paragraph: Explain how your skills align with the company's mission and how you can contribute to their success.]

[Closing paragraph: Express your enthusiasm, propose next steps (e.g., an interview), and thank the recipient.]

Sincerely,

[Signature if sending a hard copy]

[Your Name]