

SAMPLE STUDENT

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May 20, 20xx

Human Resources Manager
ML Group Design & Development
9999 N. Crawford Avenue
Palatine, IL 60067

Dear Human Resources Manager,

I am interested in applying for the position of **Interior Designer** at ML Group Design & Development that was posted on your company's website. I would welcome the opportunity to use my skills and experience to contribute to the growth of your company.

As you can see from my attached resume, I am pursuing an Associate in Applied Science - Interior Design Degree at Harper College. Through my coursework and internship, I have gained a great deal of knowledge about interior design and have sharpened the skills I need to be successful in this field.

In addition, I would like to highlight the following qualifications that would make me a successful candidate for this position:

- Experience with Adobe Illustrator, Photoshop and CAD Design
- Proficient in Microsoft Word, Excel, and PowerPoint
- Highly organized, able to work independently and as part of a team
- Strong customer relationship building skills

I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student