

**MING SMITHSON**

9843 West Fir Street

Palatine, IL 60067

847.555.1212

[mingsmithson@gmail.com](mailto:mingsmithson@gmail.com)

[www.msmithsondesign.com](http://www.msmithsondesign.com)

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 in Interior Design Degree at Harper College. Through my coursework and internship, I am learning a great deal about interior design and sharpening 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

I look forward to an opportunity to discuss this position with you in person. 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,

Ming Smithson