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# THANKS FOR READING THE SAMPLE

Thanks for reading this sample of *The Architect's eGuide To Applications: How To Make Your Architecture Job Application Stand Out To Land The Interview*.

If you enjoy the sample please purchase the full book.

Thanks!

Brandon Hubbard

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

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## 8. The Cover Letter

*“In the middle of difficulty lies opportunity.”*

—Albert Einstein

I see many applicants fail to recognize the importance of an architecture cover letter. Perhaps now that a majority of job applications are emailed it is less obvious that a letter should be included. This is a vital document that can help set your application apart from the other candidates.

*The cover letter usually the first thing an architecture hiring manager will see with any job application.*

The number one purpose of a cover letter is to get an interview. However, this short letter is an opportunity to show the potential employer several key points regarding your application.

### **What is the purpose of a cover letter?**

- Highlights your key skills and qualifications relevant to the position you are applying.
- Provides brief project examples of your relevant experience.
- Shows you have done your research, you know the company and what they are looking for in a candidate.
- Expresses your enthusiasm for the role (also architecture) and emphasizes the value you will provide the office.
- Communicates “the intangibles” that are not obvious in your architecture resume

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## General cover letter tips

- Keep it short. One page is ideal.
- Who are you? Let the interviewer know who you are. If you have a mutual colleague or connection make sure you mention them.
- Use active voice instead of passive. “*I started the project*” is better than “*the project was started by me*”
- Make it easy to read, formatting is especially important in the design world.
- Formatting should match your resume so they look like a complete set.
- Sell yourself, this is your marketing document. Highlight the best parts of your resume without duplicating it. This is the place to include your two sentence “elevator pitch”.
- Highlight your “soft” skills. For example your work ethic, ability to meet deadlines and work long hours if required (not uncommon in architecture).
- Show that you are enthusiastic and passionate about the firm and the role. This can’t be found in a resume.
- Don’t be a robot. Be a person. Many generic resumes don’t sound genuine. Try to add a personal touch by mentioning something unique and interesting about yourself.
- Clearly and concisely explain why your qualifications are a good fit for the job.

## Mistakes to avoid

- Too long. Keep it to one page.
- Isn’t customized to the firm you are applying and sounds generic.

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- Using a non professional email address (i.e. awesomeperson@email.com).
  - Spelling errors. Triple check everything and have a friend read it over. Just because spell check didn't catch anything doesn't mean your (you're) perfect.
  - Avoid phrases such as "I'm the perfect candidate for this position because..." or "I am confident I will exceed your expectations in every way."
  - Avoid complicated, confusing sentences, or superfluous words (like superfluous) in an effort to sound smart.
  - Using only one line emails such as, *"see attached resume and cover letter"*.

## **How to structure your architecture cover letter**

Here is the basic outline for what you should include. Three concise paragraphs is ideal.

### **Introduction paragraph**

You need to quickly and clearly answer the employer's unspoken questions: "Who are you?" "Why are you contacting me?" "Why should I hire you?"

List the role for which you are applying and explain why.

Hint at what you can provide the firm by briefly highlighting your skills, education or experience.

### **Good fit paragraph**

Elaborate on your skills and qualifications and how they apply to the position. Use the job description for this. For example if they are looking for a Revit expert, be sure to highlight it here. Do not just copy your resume but pick out a couple of relevant examples to get their attention.

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## Closing paragraph

Emphasize how you want to contribute to the firm, not what you can get out of it. End with a firm statement that you will be contacting them and that you are looking forward to the opportunity.

## Sample Architecture Cover Letter

Here is a sample cover letter that you can use as a starting point. However, remember you are selling YOUR unique story.

This is a business letter so use formal block formatting (not indented) paragraphs. Don't forget to include your contact information in the header or footer. Just email and phone are acceptable, your mailing address is not necessary.

Notice it does not say, *"I look forward to hearing from you"* or *"Please call me at your earliest convenience."* You need to be firm and show initiative at this stage.

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[insert your contact information in header or footer]

October 12, 2015  
Mr. Chris Anderson  
Design Director  
ABC Architects  
145 Main Street  
Boston, MA 02108

Dear Mr. Anderson:

With this letter, I wish to express my strong interest in working with ABC Architects as a Junior Designer. After three years in design and construction, I believe I would bring several areas of competence to ABC Architects. My résumé detailing my professional background is enclosed for your review and consideration.

In my current position, I manage a team of designers and coordinate various consultants and work streams under demanding deadlines. I have contributed to the design of numerous highrise projects including the First Bank Tower in New York and the Finance Office HQ in Dallas.

Through these and other projects detailed in my resume I am experienced with building materials and systems, sustainability techniques and construction administration on complex projects. I have extensive experience with a broad range of design and management software including AutoCAD, Sketchup, Revit, 3DS Max and Adobe Suite.

I would very much like to speak with you about the designer opportunities and the ways you can utilize my expertise. Please expect my call on Thursday, October 15th to arrange a convenient time to discuss. I look forward to speaking with you about this opportunity.

Sincerely,  
James M. Smith

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