

<u>Heading & Date</u>	551 N. Whedbee Street Fort Collins, Co 80521 April 1, 2004
<u>Inside Address</u>	Ms. Cynthia Wood Director of Human Resources Architectural Wonders, LLC 821 Wazee Street Denver, CO 80204
<u>Salutation</u>	Dear Ms. Wood:
<u>Body</u>	<p>I am seeking an entry level position in CAD operated architectural drafting in which I may apply my training in architectural design. You recently listed just such a position on the <i>Job Bulletin Board Web Site</i> at Front Range Community College. I am very interested in interviewing for that position.</p> <p>I will receive my Associates Degree in Architectural Engineering & Construction and a certificate in CAD operated drafting from FRCC in May. As part of my training I completed a six-month internship with Mr. Bill Martinez at M&M Architects in Loveland, CO. During that time I assisted in the planning, research and development stages of three different CAD projects. In the process I gained valuable hands on professional experience that broadened my academic knowledge. All my FRCC coursework information is included in the enclosed résumé.</p> <p>I am available for an interview at your convenience and can be contacted by phone at my home number (970) 493-6540, or by email at bjohnson@fry.com.</p>
<u>Complimentary Close</u>	Sincerely, Clinton B. Johnson
<u>Notifications</u>	Enclosures: Résumé