

ARCHHETECT

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PITTSBURGH, PA 15213

March 11, 2016

Strada

611 William Penn Place, Suite 700

Pittsburgh, PA 15219

Dear Ms. Doe,

I am pleased to submit my application for the Intern Architect position for Strada's Pittsburgh office. I am currently a senior in the Bachelor of Architecture program at Carnegie Mellon University, and I will be graduating this upcoming May. I am confident that between my education, my passion for architecture and design, and my previous project and internship experience, I would be a great fit at Strada.

During my time as an Architectural Intern with WTW Architects, I gained professional experience not only with various software, such as AutoCAD, Revit and Illustrator, but also in collaborating closely with the design team. I was able to assist with documenting building conditions, but also with conceptualizing various design aspects of several projects. Additionally, as a shadowing intern at an architectural firm in Arizona, I was able to observe first hand a project for a local university. This not only gave me great insight into a particular sector of architecture, but developed my passion for truly understanding client context and needs, something I believe would be greatly beneficial at Strada given their diverse body of clients.

Beyond these experiences, I have worked on several projects, such as the housing design project I worked on during my fourth year studio. Over the course of the semester, I was able to work closely with a local community to assist in developing a housing plan that was sustainable, but also met the needs of the community members.

I believe that my experience and training, along with my desire to build and design things that meet community and client needs, would truly enable me to succeed at Strada. I appreciate your consideration, and would welcome the opportunity to talk more during an interview. Please feel free to contact me at 555.555.5555 or email@andrew.cmu.edu.

Sincerely,

Arch Hetect

IMMADESIGNER

email1@andrew.cmu.edu | 555-555-5555 | website

March 11, 2016

Frog Design, Inc.
660 3rd Street, 4th Floor
San Francisco, CA 94107

Dear Mr. Smith,

I am excited to submit my application for the position of Visual Design Intern at Frog Design in San Francisco as posted on your website. As first year Master's student studying Interaction Design at Carnegie Mellon University, and based on previous experience in both visual and UI/UX design, and my passion for creating things that truly resonate with users, I believe I would be a great fit in this position specifically and at Frog in general.

While working as a Visual Designer with Capital One, I assisted with the conceptual development and ideation for both a responsive website and new mobile application. Additionally, I performed extensive user experience and market research in order to optimize online presence and application usage. I have also worked closely with clients as a freelance designer, through which I have gained invaluable experience in addressing client's needs, professional communication, branding, and motion graphics.

In addition to my work and internship experience, my education, and in particular my current program has given me the opportunity to work closely not only with other designers, but across disciplines. I have experience communicating ideas and designs to those in other areas, and collaborating with them to develop solutions to complex challenges.

I am confident that my combination of individual creativity, my client focused style, my experience and education have prepared me well to thrive at Frog, while also learning from the incredibly talented staff. Thank you for your time and consideration; I would love the opportunity to elaborate more on my qualifications via an interview. Please feel free to contact me using the information provided above.

Sincerely,

Imma Designer

Dear Recruiting Manager,

Imagining working for Pixar instills in me the same feeling of excitement that I get when a bouncy desk lamp jumps across the screen and springs on an “i”. Undoubtedly, all who are applying for Pixar’s Technical Undergraduate Program share my enthusiasm for the visual experiences which the artists at Pixar create. However, I believe that the skills that I have acquired through my first three semesters at Carnegie Mellon University’s College of Fine Arts, and most importantly, my ambitions, set me apart.

I am interested in a career as a Technical Director at an animation studio. I have 5 years’ experience in photography, art, sculpture and sewing and I genuinely aspire to gain experience with 3D graphic media. As a sophomore working towards a Bachelor’s Degree in Fine Arts at Carnegie Mellon University, I have gained conceptual and technical experience, as well as working in large and small groups on projects. For example, while working with a classmate on the piece enclosed called the “Cherub Toss,” I learned how compelling sharing a vision and complimentary talents can be. I have created and interacted with environments and large scale sculptures, but I crave more manipulation.

In addition to pursuing art as aggressively as I can, I have been dedicated to running at a varsity level for eight years. It has taught me that there is more to success than desire. Training, in addition to a scent of the course, creates an astonishing outcome when given the chance. I know that if I were selected to be one of the privileged few to learn the visual effects of Pixar from the masters behind the screen and experience the energy of the animating studios, I would contribute to bringing the most engaging characters and stories to life.

My resume, unofficial transcript and examples of my work will provide more insight into my ambitions and experiences. I am grateful that I have an opportunity to apply to such a fantastic program. Thank you for your time and consideration.

Sincerely,

Annie Mashun