

# Networking Cover Letter Sample

Student Address  
City/State Zip

15 April 1998

Mr. David Thompson, AIA  
Creative Director  
Skidmore, Owings & Merrill  
155 West 15th Street #21  
New York, NY 10011

Dear Mr. Thompson:

Currently I am a senior majoring in Architecture at \_\_\_\_\_  
I am interested in finding a position at an architectural firm working in the area of urban rehabilitation.  
The internships I have had over the past two years have provided me with working knowledge of building codes. In all three internships, I was an effective project manager and worked well with both design teams and clients, often under very tight time constraints. Please see my enclosed resume for more detail on my experiences.

I will be in New York in May and would welcome the opportunity to meet with you to discuss any current or future positions at SOM. I will give you a call next week to confirm your receipt of this material. Thank you for your time and consideration.

Sincerely,

Alex Winslow

Enc.