

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Architect

Dear Hiring Manager,

I am excited to apply for the Architect position at Acme Corporation as advertised on your careers page. With a strong background in sustainable design and a passion for innovative architecture, I am eager to contribute to your team and help realize Acme's vision of creating impactful spaces that enhance community engagement.

In my previous role at BlueSky Architects, I led a team in the design and execution of a 50,000 square-foot community center that not only won the 2022 Green Design Award but also exceeded our energy efficiency targets by 30%. My focus on integrating renewable materials and advanced building technologies resulted in a project that seamlessly blended form and function while meeting all sustainability certifications. Furthermore, I spearheaded a collaboration with local stakeholders to ensure that the center met the specific needs of the community, which fostered a sense of ownership and pride among residents.

Additionally, during my tenure at Urban Designs, I successfully managed the renovation of a historical landmark, transforming it into a modern office space while preserving its architectural integrity. This project required meticulous attention to detail and adherence to strict preservation guidelines, which I navigated effectively, leading to a 25% increase in tenant satisfaction and a significant rise in property value. My ability to balance creativity with technical requirements has consistently resulted in successful project outcomes.

I am very enthusiastic about the opportunity to contribute to Acme Corporation's innovative projects and would appreciate the chance to discuss how my skills and experiences align with your needs. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan A. Smith