

Architect cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the senior project architect role in the commercial studio at [Organisation name]. I have nine years of experience delivering offices and IT parks in Hyderabad and Chennai, and I would like to lead larger campuses with the resources of a multi-disciplinary firm.

In my current role I lead a team of five architects on a 1.2 million sq ft office campus for a developer. I coordinated the Revit models for the structure, MEP and façade consultants, which caught a major clash between the basement ramps and the drainage lines before tender and avoided costly rework on site. I also prepared the fire and environmental clearance submissions and followed them through to approval.

Earlier I handled a 14-storey office tower from design development to handover, including monthly progress meetings with the client and contractor and the review of over 400 shop drawings.

I am registered with the Council of Architecture, hold a LEED Green Associate credential and am comfortable leading client presentations. My notice period is ninety days. I have attached a portfolio of four delivered projects with my specific role marked on each, and I would be happy to present it in person.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Principal Architect,

I am applying for the junior architect position at [Organisation name]. I completed my B.Arch in Chandigarh this summer and have received my Council of Architecture registration. Your practice's low-rise housing, with its shaded courtyards and brick detailing, is the kind of work I want to learn from.

During my sixteen-week practical training at a mid-sized practice in Mohali, I worked on a group housing project of 120 units. I prepared working drawings for two typical floors, updated area statements for the municipal submission and joined the project architect on weekly site visits, where I learnt to check shuttering and brickwork against the drawings.

My thesis proposed a vocational training campus on a sloping site in the Shivalik foothills, using stepped terraces and local stone to reduce cut-and-fill. The jury commended the site planning and the rainwater strategy.

I work in AutoCAD, Revit, SketchUp and Enscape, and I sketch by hand for early ideas. I can join from next month and am comfortable with regular site work. My portfolio is attached as a compressed PDF under ten MB, with drawings as well as renders.

Regards,
[Your name]

BEFORE YOU SEND IT

- State your Council of Architecture registration status in the first paragraph; practices need to know whether you can be named on submissions and statutory drawings.
- Attach a compressed portfolio PDF under ten MB with working drawings and site photos, not only renders, and mark your exact role on every team project.
- Refer to one or two projects from the practice's own portfolio to show why you chose them, whether housing, institutional, interiors or conservation work.
- Keep the letter to four short paragraphs and name your software once; principals care more about site experience, detailing and coordination with consultants.