

# Interior Designer 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

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Dear Principal Designer,

I am writing to apply for the Senior Interior Designer role at [Organisation name]. Your studio's work on premium villas and penthouses is the direction I want to grow in, and I would like to bring my experience of delivering complete homes on time and within budget.

For the last six years, I have worked at a residential design firm in Gurugram, where I now lead about seven full-home projects a year, ranging from large apartments to independent floors. I handle client briefing, space planning, material selection, vendor coordination and weekly site reviews until handover. On a recent 4BHK project, I re-planned the layout to add a separate prayer room and a guest suite without moving any wet areas, which kept plumbing costs under control and won the client's approval at the first presentation.

I manage a junior designer and a site supervisor, and I have built reliable relationships with carpenters, stone suppliers and lighting vendors. I prepare detailed bills of quantities and explain cost changes to clients before work proceeds.

My notice period is 45 days. My portfolio, with drawings, renders and photographs of completed homes, is attached.

Thank you for your consideration. I would welcome the opportunity to discuss your upcoming projects.

Regards,

[Your name]

## SAMPLE LETTER: FRESHER

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Dear Principal Designer,

I am applying for the Junior Interior Designer position at [Organisation name]. Your studio's residential projects show a careful use of natural materials and storage-led planning, and I want to learn from a team that is known for detailing and execution.

I recently completed my B.Des in Interior Design from a college in Chennai. During my six-month internship at a residential firm, I prepared working drawings in AutoCAD for four apartment projects, including electrical layouts, false ceiling plans and modular kitchen elevations. I accompanied the site supervisor on weekly visits, recorded measurements and helped track snag lists before handover. On one 3BHK project, I caught a mismatch between the wardrobe drawings and the site dimensions before fabrication, which saved the carpenter from remaking two shutters.

I can also produce 3D views in SketchUp and render them in V-Ray, and I prepared material boards for client presentations during the internship.

I am comfortable with site visits across the city and can join immediately. My portfolio, with drawings, renders and site photographs, is attached.

Thank you for considering my application. I would be glad to meet your team and discuss how I can support your projects.

Regards,

[Your name]

### **BEFORE YOU SEND IT**

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- Attach a portfolio that shows working drawings and completed site photographs alongside renders; principals want proof you can take a design through execution, not only visualise it.
- Mention project types and approximate sizes, such as 3BHK apartments or 2,000 sq ft cafés, but leave out client names and exact budgets unless you have permission.
- Name your software in one line and spend the rest on site coordination, vendor management and handover; firms hire interior designers for what happens after the render.
- Add your Council of Architecture registration number if you are also a qualified architect, and state your base city and readiness for site visits, since most roles involve frequent travel.