

John Franklins

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September 25, 2015

Mr. Sam Simpleton
Blackbird Industries
1524 Old Highway 2
Trenton, Ontario
K8V 4F2

Dear Mr. Simpleton:

As a recent graduate from Loyalist's Residential Drafting and Design program, I am writing to inquire about your recent opening. I am currently looking for a full time position where my education and acquired skills can be utilized to their full potential and am confident Blackbird Industries is a perfect match.

I am skilled in AutoCAD, architectural drafting, construction methods for wood frame housing and estimating materials and labour costs. In addition, I am detail oriented, well organized and have exceptional communication skills, in both written and verbal methods. I have put these skills into practice assisting the head of the architectural department at GFY Consultants as a drafting assistant.

Please feel free to contact me to discuss my skills in more detail, as I am confident I can be a valuable asset to your team. I look forward to hearing from you to set up a time to meet. Thank you for your time and consideration.

Sincerely,

John Franklins

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