

# John Bergsen

example@myemail.com | (098) 765-4321 | 456 My Street, San Diego, CA 76543

Hector Santos  
Living Spaces  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Santos:

I'm interested in applying for the interior designer role with Living Spaces. As you can see from my resume, I have two years of experience creating and developing contemporary interiors for residential homes and business offices. I am confident my expertise in delivering unified design aesthetics would benefit your clients in this position.

Living Spaces' commitment to reducing environmental impact is what excites me about this opportunity. During my time with Harley Elis Design Inc., I combined modern aesthetics and practical considerations with eco-friendly features to create innovative designs. I believe I could be a strong asset to your team based on previous achievements:

- Coordinated with a creative design team to develop unified interior design concepts for private residents, small offices, and boutique stores
- Led an interior redesign for a 15-room bed and breakfast, negotiated with vendors to reduce the cost of materials by \$20,000, and completed the project two weeks ahead of schedule
- Interfaced with clients to select color palettes, furniture, and accent pieces and provided recommendations to create unified aesthetic designs for spaces

I hope to speak with you further regarding how my knowledge of eco-friendly design features aligns with your organization's mission. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

John Bergsen