

Melissa Anderson

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456 My Street, San Diego, CA 76543

Cecil Taylor

ABC Style Design

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Cecil Taylor:

As a creative and client-focused interior designer with over nine years of experience, I excel in transforming commercial and residential spaces. In 2023, my personal designs were responsible for Style Interiors winning a \$10 million contract to refurbish the Marriott hotels in California. I am confident my expertise would be an asset to the innovative design team at ABC Style Design.

Your organization's reputation for its holistic and innovative designs draws me to apply for this opportunity. Throughout my career, I've worked with over 100 commercial and residential clients to help transform their ideas and requirements into functional and beautiful design solutions. Some of my past successes include:

- Conceptualized, visualized, and realized design ideas and objectives for high-end commercial and residential clients, managed projects valued at \$300,000 to \$10 million, and ensured compliance with budgetary requirements and timelines
- Coordinated with clients to achieve unified and balanced designs, conduct space planning, and increase usable space by up to 20% for residential homes and offices
- Achieved recognition for four projects in national design magazines

I'd like to set up an interview to discuss how my background as a creative interior designer can benefit your clients and design teams. Please feel free to contact me with a time that works best for your schedule. I appreciate your time and consideration.

Best regards,

Melissa Anderson