

Jake Jones

Interior Designer
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Robert Ramsey
Senior Hiring Manager
Elite Interiors
(987) 624-8182
robert@eliteemail.com

Dear Mr. Ramsey,

From 2010 to 2021, my bold, innovative commercial design projects raised my employer Houston Design's annual profits by an average of 18% per year. I am highly motivated to bring this same kind of success to Elite Interiors as your new commercial interior designer.

I've admired Elite Interiors' award-winning interior design work since college when I incorporated your founder John White's famous philosophies into my senior room design project. White's precepts fueled my design, which helped me receive a 100% project score and graduate from the Houston School of Interior Design with honors.

I'm excited to challenge myself even further as an Elite Interiors commercial interior design team member. I believe that I can:

- Create stunning state-of-the-art commercial spaces that are just as functional as they are sustainable
- Manage project teams of contractors and junior designers seamlessly
- Implement effective cost-reducing practices into each project from concept to completion

I look forward to speaking with you further about my qualifications for this position. Please contact me with a meeting time that is convenient for you.

Sincerely,

(Insert Signature Here)

Jake Jones

P.S. I can't wait to tell you about my 2019 Best In-house Interior Designer Award!