

September 14, 2004

Gordon 309A
Texas Tech University
Lubbock, TX 79406

Maurice Villency
300 South Service Rd.
Roslyn Heights, NY 11577

ATTENTION: Personnel Office

SUBJECT: Design Assistant Job Application

I read your advertisement for a design assistant on Yahoo's HotJobs, and I feel that I have the qualities you are looking for in an employee. I am hard working, detail-oriented, and organized.

Not only am I currently a full-time student at Texas Tech, but I also work ten to fifteen hours a week in the wallpaper department of a large flooring store and am deeply involved in the American Society of Interior Designers and Eta Omicron Nu, a social organization for honors students. Despite my busy schedule, I have maintained a 3.71 grade point average and earned all A's in my interior design courses.

My position in the wallpaper department has taught me valuable skills. I have learned patience with customers who do not know what they want or even what they like. I have enhanced my organizational skills by filing extensive paperwork and placing large orders.

I am a very detail-oriented person, especially when dealing with interior design. I believe if you want to look at a space, it is important to look at the space as a whole, but if you want to live, work, and enjoy a space, you must focus on the small parts and details.

My interior design courses have taught me extensive drafting skills as well as basic perspective and three-dimensional drawing skills. I work best on drafting and isometric drawings. Examples of my work are available upon request.

I have confidence in my interior design and drafting skills and know I would be a great addition to your company. If my experience meets your needs, please call me at (806) 847-7052.

Sincerely,

Jennifer Smith
Encl

Jennifer A. Smith

Current Address:
Robert 309A
Texas Tech University
Lubbock, TX 79406
Phone: (806) 555-5555

Permanent Address:
2828 Bear Dr.
Vernon, TX 76384
Phone: (940) 555-5555
test@hotmail.com

OBJECTIVE To obtain an entry-level interior design position
 To obtain a position involving drafting
 To challenge myself and my design skills

EDUCATION **Texas Tech University**, Lubbock, Texas
Bachelor of Interior Design, expected May 2007
 Minors: Architecture and General Business
 GPA: 3.71 on 4.0 scale
 Studied in Honors College, August 2003-present
 Course taken include: Intro. to Interior Design and Interiors I & II
 Skills Learned: Drafting, Elevations, and Perspective Drawing

JOB EXPERIENCE **Yates Flooring Center**, January 2004-present
Wallpaper department
* Assisted customers in selections
* Ordered wallpaper
* Maintained computer databases

HONORS **Honors Endowed Scholarship**, 2003-2004
Jim Gregory and Edna Showers Memorial Scholarship, 2003-2004
Texas State Board of Education's Celebration of Educational Excellence, 2002

ACTIVITIES **American Society of Interior Designers**, 2003-present
Texas Tech chapter, Member
 Social committee
 Volunteered for Habitat for Humanity
Eta Omicron Nu, 2003-present
Honors social organization, Member
 Community service committee
Phi Theta Kappa, 2002-2003
Honor society for two-year colleges, Member

REFERENCES AND PORTFOLIO Available upon request.
