Dear John Stevens,

I’m writing to apply for the position of Sustainability Consultant at YJ Designs Inc. I first became aware of YJ Designs when I met Marina Santos at the Greenbuild International Conference + Expo. Her description of YJ’s client, cost and conservation model of service really resonated with me. As a recent graduate of the Master of Science in Architecture program at the Georgia Institute of Technology, with a strong passion for preserving the environment, I was delighted to find a position that would incorporate both my technical skills and personal values.

During my previous role as the sustainability intern for Chattahoochee Builders, I assisted with projects for commercial, residential, and mixed-use properties from pre-design to construction. I’m particularly proud of the work I contributed to The Grove (portfolio section 2), a project initially planned to achieve silver Leed certification, but with a smaller than anticipated cost to the client, our team was able to achieve gold certification. I’m currently preparing to take the LEED Green Associate exam and have some familiarity with WELL, TRUE zero waste, Fitwel, Parksmart, and SITES projects as well.

I am eager to discuss how I can add value to YJ Designs Inc. and address any questions you may have about my qualifications. Thank you, and I look forward to hearing from you soon.

Sincerely,

Jessica Smith