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February 9, 2012

Modern Class Design  
Montclair NJ, 07042

To Whom It May Concern:

Please accept my resume and application materials for consideration to the Interior Design Internship position, within Modern Class Design. As indicated in the attached resume, I am a highly motivated and results oriented individual with Autocad drawing experience, outstanding communication and research skills, along with experience as an administrative assistant.

According to your job description, the successful candidate will be detail-oriented with excellent organization skills who is motivated to work with a team as well as individually, and is proficient in PC Windows OS, Microsoft, and Adobe. As an Interior Design major with employment experience who is an avid volunteer and dedicated to a team sport, I believe I am an excellent candidate for this position.

- **Detail Oriented and Strong Organization Skills:** Earned a cumulative GPA of 3.8, along with participating in a team sport, an internship experience in Interior Design and volunteer activities. To keep this active schedule and still maintain a strong academic grade point average, attention to detail and organization of a daily schedule is a must.
- **Excellent Communication Skills:** Proven ability with **interpersonal skills** as well as **written and oral professional communication** through customer driven sales experience at Wet Seal and through a volunteer experience working with the community.
- **Team and Individual Work:** Participating on the track team has validated the importance of working in a team to attain a goal, along with accomplishing personal goals.
- **PC Windows OS, Microsoft and Adobe:** Completed marketing materials utilizing Adobe for the Adrian College Alumni Office, which strengthen my ability to take the Directors vision, and create a professional publication. Completed work study tasks via Microsoft Suite including Microsoft Word, and extensive work in Excel.

Thank you for the taking the time to review my information, I would appreciate the opportunity to speak with you further about my qualifications for the position. I may be contacted by email at [asmith@adrian.edu](mailto:asmith@adrian.edu) or 517-265-5161, I look forward to speaking with you soon.

Best regards,



Amy Smith