

**FRANK KAHN, AIA**  
**Architect**  
**7 University Street, Apt. A**  
**Boston, MA 01111 617.855.5555**

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Lloyd Wright LLC  
1234 Structural Lane  
New York, NY 10001

RE: **Technical Director, Sustainability/LEED/Energy Program– Job # 28013**

To Whom It May Concern

I am writing to express my interest in the Technical Director of Sustainability position with your consulting firm.

My 20+ years experience as a Senior Design Architect leading successful LEED projects for top tier college/university and private development clients makes me an ideal candidate to create and support sustainability projects for your wide range of client types.

At William Rawn Associates, Architects, Inc. as a Senior Associate, I had direct experience managing both client relationships and in-house design teams on complex multi-use type projects, and was instrumental in developing and leading the successful design and completion of the firm's first USGBC LEED Gold Certified project for the Sophia Gordon Residence Hall at Tufts University (See attached interview <http://www.tufts.edu/programs/sustainability/pdf/TCI-Newsletter-Feb06.pdf>)

As a Senior Associate with the firm my responsibilities included managing multiple projects and clients simultaneously as Associate-in-Charge. In addition, I both participated in and contributed to establishing broader organizational goals and operations of the firm; supporting and educating the staff on the values of the firm; participating and leading the development of RFP responses to potential clients and participating in prospective job interviews with firm principals; initiating and negotiating AIA Architect/Owner contracts with potential clients; developing contract language with firm's legal counsel and liability insurer; developing staff budgets for design and documentation phases at initiation of project and maintaining reports to maximize phase profitability.

I believe I would be an exceptional professional talent in your firm and would be very interested to learn more about the goals for your sustainable practice.

Sincerely yours,  
Frank Kahn, AIA  
Architect