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Ms. Clear Vision
Lloyd Wright LLC
1234 Structural Lane
New York, NY 10001

Dear Ms. Vision:

As a manager and mentor at heart, I am highly interested in the Architectural Project Manager position at Lloyd Wright LLC. My years of experience have given me valuable perspective and genuine enthusiasm for seeing architectural projects through from early project development and feasibility studies to completion. Furthermore, I have found it integral and rewarding in managing large projects to establish a clear design vision for all participants and to equip them to work at the highest level.

On a new residence hall project at Tufts University I was fortunate to lead and coordinate an entire project team's constituents in developing and successfully completing their first sustainable LEED accredited project. Establishing a learning atmosphere for myself as well as the team, I documented progress while encouraging mutual mentorship among team members. In the end, we were successful in exceeding our early goal of achieving a minimum Silver LEED standard and received a Gold LEED standard at project completion. My greatest satisfaction was derived from seeing the tremendous growth in each team member's knowledge of sustainable design, and from knowing our next projects would integrate that knowledge.

Successfully directing each phase of this and other complex projects has given me the perspective necessary to lead effectively and to bring the best out in team members. My time at William Rawn Associates granted me many opportunities to utilize these skills, as well as to manage multiple projects simultaneously while maintaining focus on client satisfaction. The Project Manager position at Lloyd Wright LLC would provide me the opportunity to contribute to groundbreaking design projects at other campuses throughout the East Coast.

Please find attached a copy of my résumé for your review. Thank you for your time and consideration of my application. I look forward to your response and to further discussing my interests and qualifications with your firm.

Kind regards,

Frank Kahn, AIA, LEED