

[Your Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Portfolio URL / LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Title]
[Firm Name]
[Street Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally express my interest in the Staff Architect position at [Firm Name]. I was encouraged to apply for this role by [Referral Name], who currently serves as [Referral's Title] within your organization and with whom I collaborated closely during [Project Name or Previous Employment].

With [Number] years of professional experience in architectural design, technical documentation, and project coordination, I have developed a comprehensive approach to managing the complexities of the built environment. In my most recent role at [Previous Firm], I led the production of construction documentation for [Type of Projects, e.g., high-rise residential/institutional] developments, ensuring rigorous adherence to building codes, zoning bylaws, and sustainability standards. My expertise in BIM workflows and Revit integration has consistently streamlined project delivery phases and enhanced cross-disciplinary collaboration with engineering consultants.

[Referral Name] has spoken highly of [Firm Name]'s commitment to [Specific Firm Value, e.g., innovative materiality/urban integration/sustainable design]. I am particularly drawn to your recent work on [Specific Firm Project] and believe my proficiency in [Specific Skill, e.g., facade detailing/site analysis/LEED coordination] aligns perfectly with the technical requirements of your design team.

I am eager to bring my technical rigor and design sensibility to the staff at [Firm Name]. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background can support your upcoming project pipeline.

Sincerely,

[Your Signature]

[Your Printed Name]