

[Your Full Name]

[Your Title / Accreditation, e.g., LEED AP, AIA]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Your Portfolio Link]

[Date]

[Recipient Name]

[Recipient Title]

[Firm Name]

[Firm Address]

Dear [Recipient Name],

I am writing to express my strong interest in the [Job Title] position at [Firm Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having followed [Firm Name]'s pioneering work in [Specific Sustainable Project or Initiative], I am eager to contribute my expertise in high-performance building systems and regenerative design to your team.

Throughout my career, I have focused on the intersection of aesthetic excellence and environmental stewardship. At [Previous Firm], I led the integration of [Specific Technology/Strategy, e.g., Passive House standards or Net-Zero Energy modeling] which resulted in [Specific Achievement]. My proficiency in [Software, e.g., Revit, Rhino, Sefaira] allows me to quantify building performance early in the conceptual phase, ensuring that sustainability is a driver of the design rather than an afterthought.

My approach aligns with [Firm Name]'s commitment to [Specific Firm Value, e.g., carbon neutrality or biophilic design]. I am particularly impressed by your recent [Project Name] and how it addressed [Specific Sustainability Challenge]. I am confident that my technical skills in [Specific Skill, e.g., Lifecycle Assessment (LCA) or Timber Construction] would be an asset to your upcoming projects.

I have attached my portfolio and resume for your review. I would welcome the opportunity to discuss how my background in sustainable architecture can support the visionary work being done at [Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]