

Réjane Anderson-Cormier

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Rejanecac@primus.ca

September 22, 2009

Dear Madam or Sir,

It is a privilege to have you view my resume for consideration of a position with your company.

June 25, 2009, I graduated from the [George Brown College Architectural Technician Program](#).

Passionate about continuous improvement and self-actualization, I am now enrolled in the [George Brown College Architectural Technology Program](#).

With the experience I attained through various Architectural projects completed at George Brown College, I am confident my skills and my passion for technology would make me a valuable asset for your company.

I have a broad range of skills, including:

- Residential and commercial design, site inspections, working drawings, MiniCad, renderings
- Model preparation, preliminary design, AutoCAD 2008/2009
- All phases of project planning and design from initial site visit to as built and drafting
- Experience in data entry
- Proficient in Microsoft Office Suite
- 3+ years of office administration, customer service and technical support
- 2 years of Architectural Technician studies
- Excellent organization and problem solving skills
- Self-motivated, punctual and quick learner who is eager to take on challenges

Should you have a position available, I would welcome the opportunity to further discuss opportunities in your company. If you have questions or would like to schedule an interview, please do not hesitate to contact me by phone at (416) 519-6535 or by e-mail at Rejanecac@primus.ca. My resume is attached for your review, and I look forward to hearing from you.

Sincerely,

Réjane Anderson-Cormier

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