

## Drafting Supervisor sample cover letter when you know the company or person

Dear [Recipient Name],

Mr. Wesley gave me your contact details because he thought that you might be in need of a skillful Drafting Supervisor as part of your team.

Pursuing to exploit relevant work experience to secure a position as a Drafting Supervisor for a leading Architecture organization.

Eight years' experience in Architecture acquired through numerous roles mainly as a Drafting Supervisor. Exhibited experience in integrating strategies, innovation, technology and team building to accomplish successful results.

The following key strengths also exemplify greatly marketable skills in Architecture and characteristics:

[List of significant achievements, qualifications, and career highlights]

After reviewing my CV, you will discover that my qualifications are a good match for the Drafting Supervisor position. The opportunity for a personal interview to talk about employment opportunities further would be mutually beneficial. You can reach me on [mobile] to organize an appointment. In the meantime, thank you for your time and consideration.

Sincerely

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