

# SHARON MADACKAL SHAJI

ARCHITECT



(+91)- 9311241205



sharonshaji2308@gmail.com



2093, Park Royal Apartments,  
Plot No.10A, Sector-9, Dwarka,  
New Delhi, India

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## COVER LETTER



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### To Whom It May Concern,

I would like to express my interest in the Architectural Assistant position. Given my background in Architecture, I feel I am in a great position to make a significant contribution to your team.

I'm a postgraduate who has completed my M.Sc. in Sustainable Architecture and Healthy Buildings from the University of Derby. During my studies, I have worked on multiple individual and group projects and these assignments have allowed me to become a great team player and taught me how to function well in fast-paced and deadline-driven environments. Moreover, at the university, I also served as the Program representative and this valuable experience has played a crucial role in the development of my excellent time management and organizational skills.

On top of my education, I worked as an Intern Architect at Jacobs for five months during my undergraduate study. There, I was given the responsibility of producing detailed drawings and sketches and maintaining relevant correspondence. I generated regular reports on the progress of the assigned projects and presented results to supervisors. Additionally, my professional experience working as a freelance architect includes working along with a Lead Architect as we designed blueprints and collaborated with Engineers to turn those blueprints into action. I believe this experience has given me the skills I need to make an impact.

I specialize in design development, drawings, and architectural presentation. I'm flexible enough to work odd hours and do well in the changing environments that go along with this program. My personality and interpersonal skills allow me to adapt well and interact with co-workers and clients in a professional and friendly manner. I have the ability and desire to stay up to date with the changes in technology that have a huge impact on architectural design and other areas of this field.

Finally, I am a native Hindi speaker with proficiency in English and basic knowledge of Malayalam. Thank you for your time and consideration and I look forward to hearing from you soon.

Yours Sincerely

Sharon Madackal Shaji