

From,

Spandana Bandari  
Flat no. 21, Bldg no. 2336  
Rd no. 1145, Block no. 711  
Tubli, Bahrain

Respected Sir/Ma'am,

I would like to apply for a full-time position as a 'Trainee Architect'.. As a post-graduation student, currently, at the National Institute of Construction Management and Research specializing in Infrastructure, Finance, Development and Management, I have learned to grasp the basics of financial management and contracts documentation.

Along with the work experience mentioned, I have completed my Bachelors in Architecture from the University of Bahrain. These experiences have enabled me to acquire skills in areas such as BIM modelling, working drawings, designing residential, commercial and recreational projects with an emphasis on coursework such as :-  
Landscape Architecture  
Advanced Building Technologies  
Energy Conservation in Buildings

I have completed the certification required to be a LEED Green Associate, securing a score of 190/200 and would like to pursue a LEED AP : BD+C certification in the near future.

Overall, the above capabilities have allowed me to become an adaptive and collaborative team member. I assure you that I will perform my duties to the best of my abilities.

Please accept my enclosed resume. I hope that you would consider my application for a personal interview.

Thank you for your time and consideration.

Yours Sincerely,  
Spandana Bandari

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