

9<sup>th</sup> August 2024

**Mr Zubair Ali**

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Dear Sir/Madam.

I have a keen interest in the built environment and have graduated from Westminster University with a 2:1 in BSc (Hons) Architectural Technology, accredited by CABE, CIAT, and CIOB. Through personal hobbies and training in software, I have become proficient in using AutoCAD and have used it for work-related drawings during my studies and work placements. The software's I am proficient in are Adobe Photoshop, Microsoft Office, Revit, and Rhino. I enjoy acquiring new skills and learning how to use new software's.

I have recently been freelancing and producing detailed drawings for a client who requested drawings of the existing property and a proposal for the ground floor. Self-improvement is something that I strive to achieve, I am continuously developing my skills and knowledge to enable me to become a talented candidate in the working environment.

With a delivery focused approach, I have worked closely and pro-actively with other team members. Various tasks undertaken whilst studying at university demonstrate my ability to understand plans and diagram. During my first year at university, I undertook a 7-month internship at ROC Haus on a two-day per week basis. My key responsibilities consisted of providing support to the team whilst I was also learning how to use AutoCAD. I was able to work on projects where I assisted in producing detailed drawings on AutoCAD for independent clients in the residential sector and for a primary school's nursery extension.

In addition, the clients would request detailed drawings of proposals or plans of their existing properties for future use. The different tiers of service we provided would always leave clients satisfied with the service provided. I worked on these projects whilst under supervision by my senior. I attended multidisciplinary meetings with building surveyors, architects, and other key stakeholders, this enabled me to gain an in-depth insight into the architectural and design industry.

I possess a natural ability to communicate well with both work colleagues and clients. My strengths lie in teamwork and creativity. I am able to prioritise and plan effectively to gain results. I have experience of coordinating with others, being a team player has enabled me to work well with others and get the most out of collaboration. I undertook a two-day work placement at Hox Design Architects where I was tasked with converting a garage into a fully liveable home for tenants. Two-days was the time frame I had available as it was part of a module for my Architectural Technologist degree. The existing drawings, measurements, and site photos were already available which allowed me to start on the plans immediately. Hox Design Architects were extremely pleased with the design proposals, floor plans, sections, and elevations.

With my experience, I feel I would be a perfect candidate for the Graduate Architectural Technologist role. This role will enable me to utilise my skills, experience, and knowledge that I have gained from my previous employment and throughout my studies at Westminster University. I am also looking forward to further developing my skills and gaining valuable knowledge and feel that I am competent for this position. I will be determined to fully accomplish and succeed in all assigned tasks at a professional level. I would like to have the opportunity to thank you for reading through my application.

Please follow the hyper-link below to view my portfolio.

[https://drive.google.com/drive/folders/1p88Rji2m\\_S5UtX-\\_0pxkNFW8MIUKIkz?usp=sharing](https://drive.google.com/drive/folders/1p88Rji2m_S5UtX-_0pxkNFW8MIUKIkz?usp=sharing)

Kind regards

Mr Zubair Ali