**Jenny Austin  
Interior Design Facilities Manager**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Interior Design Facilities Manager at [Company Name]. With over seven years of experience in interior design and facilities management, I am confident I am the ideal candidate for the role.

I am a highly organized, detail- oriented professional with a proven track record of success in developing, leading and executing interior design projects. My expertise includes space planning, budgeting, furniture selection, lighting design and fabric selection. I have successfully managed projects from concept to completion, and I understand how to prioritize and allocate resources to ensure that the finished product is of the highest quality.

In addition to my interior design experience, I am also knowledgeable in the day- to- day operations of a facilities department. I am well- versed in the best practices for safe and efficient operations, as well as the maintenance and repair of a wide variety of building systems. I have a record of ensuring that all facilities adhere to the most stringent safety regulations, while also helping to reduce operational costs.

I am passionate and driven, and I am confident that I have the skills, experience and dedication necessary to become a valuable member of [Company Name]’s team. I am eager to learn more about the position, and I am available for an interview at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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