

January, 2018

Journey Main International,

I am a fourth years architecture student at California Polytechnic University of Pomona, currently working in a Regenerative Studies minor as well. I knew I wanted to direct my career goals towards sustainability and regeneration since I took my very first Environmental Control class. My design projects are always sustainable oriented, you can see some examples in my portfolio. The coursework I have completed within my minor and part of my major, has been vital in understanding the key role of sustainable architectural design in solving our current environmental crisis. Therefore, I am sure I will be a valuable asset to your team. Not just because I am extremely passionate about the subject, but also due to my 5 years of architectural drafting background experience and hardworking and multitasking abilities. I will work hard to be successful there, and I would appreciate the opportunity to meet with you. I am enclosing my current resume with a copy of my design portfolio. Feel free to contact me at any time to schedule an interview. Thank you for your time and attention to this request.

Sincerely,

Alejandra Novelo

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arnovelolugo@cpp.edu

# ALEJANDRA NOVELO AIAS Associate

architect.com/alejandranelo  
fourth year architecture student

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summer internship

+39 339 3515075  
graduating June 2019

Via Venezia 4, Florence, Italy  
particular focus on sustainability and regenerative design

EXPERIENCE	MUTUO, Los Angeles, CA	intern	2017-current
	performing tasks as an architectural drafter, from drawings to city meetings in projects ranging from residential, commercial, to master planning		
	DK Drafting and Design Studio, San Diego, CA	designer/drafter	2014-2017
	effective leadership demonstrated through the design of residential and commercial projects, in roles ranging from principal designer to drafter, including tasks such as city meetings, engineer meetings and client meetings		
	Cabrera and Associates Drafting Services, San Diego, CA	intern	2013-2014
	initiated assistance with colleagues of all disciplines including architects, interior designers, engineers and project managers. performing tasks such as drafting and coordinating construction documents within custom residential projects and multi-story building residential projects		
EDUCATION	California State Polytechnic University, Pomona		2015-current
	bachelor of science in architecture		
	California State University International Program: Florence, Italy		2017-current
	studying architecture abroad for an academic year		
	San Diego Mesa College		2012-2015
	architectural drafting certificate of proficiency and completion		
LEADERSHIP	Tau Sigma Delta Honor Society in Architecture and Allied Arts	member	2017-current
	cal poly university of pomona chapter		
	American Institute of Architecture Students	representative	2016-2017
	cal poly university of pomona chapter		
	Educational Opportunity Program	member	2015-current
	cal poly university of pomona chapter		
ACTIVITIES	Angeli del Bello		2017-current
	volunteered in the cleaning and re-painting of the city of florence, italy		
	The Architectural Imagination Exhibition		2017
	volunteered to set up the architectural imagination exhibition at A+D architecture and design museum in los angeles, ca. specifically re-assembling Preston Scott Cohen's model and presentation that was damaged during the exhibition storage		
	Miracles		2016-2017
	volunteered in teaching sustainable food farming and how to make natural hygiene products during <i>miracles</i> workshops, rosarito, mexico		
ACHIVEMENTS	Benjamin A. Gilman International Scholarship		2017
	Chinese American Construction Professionals Scholarship CACPLA		2017
	Dean's List for College of Environmental Design		2015-2017
	cal poly university of pomona		
	Portfolio Design Award and Dean's Honors List		2015
	san diego mesa college		
PROFICIENCY	AutoCAD		
	Rhino		
	Revit		
	Illustrator		
	InDesign		
	Photoshop		
	ArchiCAD		
	HEED		