

Charles K Burleigh

Craigslist Job Posting
Interior Designer / Decorator

January 5, 2015

To whom this may concern

I am applying for the Interior Designer / Decorator position listed on Craigslist, Attached is my resume.

I have been exclusively involved with high-end interiors for over 10 years. I am well versed in all aspects of interior design and am fluent in both contemporary and traditional idioms. I have personally designed and administered projects with direct client contact from Manhattan apartment projects to a 60,000 square foot residence in Connecticut. In my former position at Alan Greenberg Architect I was responsible for bringing new clients to the firm. In addition to working with existing clients that I have worked with for over 15 years.

Having managed interiors projects for an architectural firm with support staff in three offices in different states has honed my skills in coordination and communication. It has also enabled me to be extremely conversant in the multidisciplinary team approach to design. I have designed many components for these projects including rugs, furniture, and lighting. I have a broad spectrum of suppliers that I work with on a regular basis including the usual sources as well as obscure crafts people and artists. I am fluent in Auto CAD and many other computer programs.

My salary requirements are in the \$150,000.00 range. I look forward to meeting with you to discuss employment opportunities with your firm.

With kind regards,

Charles K Burleigh