

Jane Smith

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Portfolio: janesmith.com/portfolio

October 2026

[Hiring Manager's Name]

[Title, Sales Leadership Team]

[Company Name]

[City, Province]

Dear [Hiring Manager's Name],

1. About the Company

Do your research. Align your Professional Identity.

I am writing to express my interest in the **[Interior Design Intern / Junior Interior Designer]** role at **[Company Name]**. As a Bachelor of Interior Design candidate with a growing foundation in spatial design, material exploration, and human-centered environments, I have been particularly drawn to **[Company Name]**'s approach to **[residential / hospitality / workplace / retail]** design and their commitment to creating spaces that balance functionality, aesthetics, and user experience. **[reference a specific project, design philosophy, sustainability initiative, or studio value that resonates with you].**

What especially attracts me to **[Company Name]** is the emphasis on thoughtful, collaborative design and the opportunity to contribute to projects that shape how people experience space in meaningful ways. I am excited by the possibility of learning within a studio environment that values creativity, curiosity, and design innovation.

2. Who I am and why I care

Impact, Values, Growth

Throughout my academic and professional experiences, I have developed a strong interest in how interior environments influence well-being, connection, and everyday experience. Through studio projects, collaborative assignments, and design-focused work, I have strengthened my abilities in concept development, space planning, visual communication, and design storytelling. My experiences using tools such as AutoCAD, SketchUp, Revit, Adobe Creative Suite, and rendering software have allowed me to translate conceptual ideas into functional and visually engaging spaces.

Beyond technical skills, I value collaboration, adaptability, and continuous learning. Whether working on team-based design projects, presenting concepts to peers and instructors, or balancing multiple deadlines within a studio environment, I have consistently approached challenges with curiosity and initiative. As I continue developing as a designer, I am especially interested in creating environments that are inclusive and responsive to the people who use them.

3. Alignment

How I fit their mission Call to Action

I am particularly drawn to **[Company Name]** because of their reputation for mentorship, creative collaboration, and thoughtful design practice. **[highlight one reason why this specific company's culture, mission, or growth trajectory aligns with where you are headed as a leader].** I believe my combination of academic training, design curiosity, and commitment to user-centered thinking would allow me to contribute meaningfully to your team.

Thank you for your time and consideration. I would welcome the opportunity to further discuss how my background, experiences, and interests align with your team and projects.

Sincerely,



Jane Smith

Header

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Portfolio: [janesmith.com/portfolio](#)

Your Why

Profile

An **emerging** design professional and Bachelor of Interior Design candidate, **guided by** human-centred design principles, a deep respect for how space shapes behaviour, and a commitment to sustainable, inclusive practice. **Grounded in** a background in hospitality that taught me to anticipate what people need before they ask for it **to design** spaces that make people feel they belong.

ATS (key words from the job posting)

Core Competencies

- Space Planning & Interior Concepts
- AutoCAD, SketchUp & Revit
- Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- 3D Modeling & Rendering
- Design Research & Material Selection

- Presentation & Visual Communication
- Human-Centered & Sustainable Design
- Concept Development & Design Thinking
- Team Collaboration & Studio Work
- Time Management & Project Coordination

Education & Professional Development

Bachelor of Interior Design (BID) | Yorkville University, Toronto, ON | June 2026

Relevant Academic Projects:

- **Hospitality Studio Project:** Designed a boutique hotel concept incorporating biophilic design principles, sustainable materials, and accessibility considerations to enhance user experience and spatial functionality.
- **Workplace Design Project:** Developed a collaborative office environment integrating flexible workspaces, wellness-focused features, and branding strategies to support productivity and employee engagement.

Residential Design Project: Produced a comprehensive residential redesign including floor plans, elevations, rendered perspectives, and material boards tailored to client lifestyle needs and spatial requirements.

Use the CAR Method: Context Action Result

Professional Experience

Freelance Design Projects | Toronto, ON | 2022 – 2026

Portfolio: [janesmith.com/portfolio](#)

- Designed conceptual interior solutions for 10+ residential spaces, tailoring layouts, finishes, and color palettes to client needs, **resulting in cohesive and functional design outcomes.**
- Developed mood boards, 3D renderings, and presentation packages for interior design projects, using Adobe Creative Suite and SketchUp, effectively communicating concepts and improving client approval efficiency.
- Applied human-centered design principles to balance functionality, aesthetics, and spatial constraints, enhancing usability and overall client satisfaction.
- **Managed 25 interior design projects**, coordinating timelines, client communication, and revisions, ensuring **on-time delivery and high client satisfaction.**

Customer Service Specialist | TJX Canada | Toronto, ON | 2023 – 2025

- Assisted **30–50 customers weekly** in selecting furniture and décor solutions aligned with their style, space, and budget, contributing to increased customer satisfaction and repeat purchases.
- Designed and executed **10+ visual merchandising displays per season**, driving higher product visibility and supporting seasonal sales performance in a high-traffic retail environment.
- Collaborated on **15+ showroom resets and layout redesigns**, implementing changes aligned with brand standards and current interior design trends, enhancing overall store experience.
- Managed customer interactions during peak periods while maintaining organization and high service standards, contributing to efficient store operations and positive in-store experiences.

Impact Statements

Not a list of Duties!

Build Your LinkedIn Brand

Your LinkedIn profile is more than an online résumé. It's your **personal brand** and a **powerful networking tool**.

Build your LinkedIn brand with this step-by-step checklist.

Before you begin, customize your **LinkedIn URL** to create a professional, easy-to-share profile link: click the "Me" icon on the desktop homepage, select "View Profile", and click "Edit public profile & URL" in the top right corner.

Create a Custom Banner

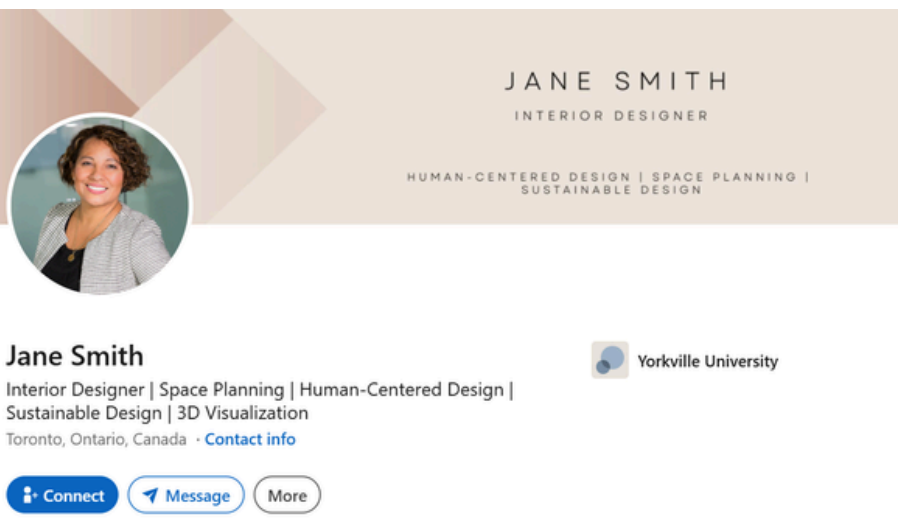
Use a banner that reflects your field, interests, or career goals.

Add a Professional Photo

Use a clear, friendly photo with a simple background.

Create a Strong Headline

Go beyond your degree and highlight your expertise, specialization, and career focus.



Complete your About Section

A strong opening hook that captures attention.

A statement of your professional identity and the unique value you bring. Your career goals and the impact you want to create.

About

🌟 I believe great design is about more than creating beautiful spaces—it's about creating spaces that make people feel at home, inspired, and connected.

As a recent Interior Design graduate, I have developed conceptual and technical design expertise through residential, workplace, hospitality, and freelance projects. From designing solutions for 10+ residential spaces to producing 3D renderings, mood boards, and presentation packages, I enjoy transforming ideas into functional environments that balance aesthetics, sustainability, and user needs. My toolkit includes SketchUp, AutoCAD, Revit, Adobe Creative Suite, space planning, and human-centered design.

🌱 I'm passionate about designing spaces that positively impact everyday experiences. I am seeking opportunities to contribute to creative and collaborative design teams where I can continue learning, bring fresh perspectives, and help create meaningful environments that enhance how people live, work, and connect.

Add Work Experience

Include bullet points that highlight your accomplishments, key responsibilities, and impact. Add 5–8 relevant skills for each experience.

Experience



Freelance Design Projects

Freelance

Mar 2022 - Present · 4 yrs 5 mos

Toronto, Ontario, Canada · Hybrid

Portfolio: janasmith.com/portfolio

... more

📌 Interior Design, Space Planning and +7 skills



Customer Service Specialist

TJ Canada · Permanent Full-time

Jan 2023 - Apr 2025 · 2 yrs 4 mos

Toronto, Ontario, Canada · Hybrid

· Assisted 30–50 customers weekly in selecting furniture and décor solutions aligned with their style, space, and budget, contributing to increased customer satisfaction and repeat purchases.... more

📌 Client Services, Customer Support and +8 skills



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CAREER EDUCATION



Build Your LinkedIn Brand

Highlight Your Education

Include relevant courses, projects, achievements, and extracurricular activities.

Education



Yorkville University

Bachelor of Interior Design, Interior Design

Jan 2024 – Jun 2026

Hospitality Studio Project: Designed a boutique hotel concept incorporating biophilic design principles, sustainable materials, and accessibility considerations to enhance user experience and spatial functionality.

Workplace Design Project: Developed a collaborative office environment integrating flexible workspaces, wellness-focused features, and branding strategies to support productivity and employee engagement.

Residential Design Project: Produced a comprehensive residential redesign including floor plans, elevations, rendered perspectives, and material boards tailored to client lifestyle needs and spatial requirements.

♥ Interior Design, Space Planning and +7 skills

Add Licenses & Certifications

Highlight certifications that validate your skills and expertise.

Licenses & certifications



Adobe Certified Professional – Photoshop

Adobe

Issued Apr 2026 · Expires Apr 2031

♥ Adobe Photoshop, Visual Communication and +3 skills



Autodesk Certified Professional: Revit for Architectural Design

Autodesk

Issued Jul 2025 · Expires Jul 2030

♥ Revit, Building Information Modeling (BIM) and +2 skills

Include Volunteer Experience

Demonstrate leadership, initiative, and community involvement.

Volunteering



Volunteer Design

Senior Living Community Enhancement Project

Jan 2024 - Present · 2 yrs 7 mos

Social Services

Collaborated with community coordinators to develop design recommendations aimed at improving comfort, ... more

Request Recommendations

Ask professors, managers, mentors, colleagues, or clients to write recommendations that highlight your strengths, skills, and impact.

Recommendations

[Recommend Jane](#)

Received (1)

Given



Jessie Attal

Career Coach

July 2, 2026, Jessie was Jane's client

Jane is a talented and detail-oriented designer who combines creativity with a strong understanding of client needs. Throughout our project, she demonstrated excellent communication, professionalism, and a genuine passion for creating functional and beautiful spaces. I highly recommend Jane for any interior design opportunity.



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CAREER EDUCATION

