

September 8, 2008

Prospective Employer,

I am a recent graduate from The Florida State University and am seeking a job in the Interior Design Industry. As one of the leading design schools in the nation, I feel that I have attained the skills and knowledge required to be a successful and contributing team member to your firm.

I am a hard worker and a lifetime learner. Becoming a LEED AP is one continuing education program that I am interested in as green building practices are a rapidly growing concern for the public as well as an environmental precaution we should all be taking. I am extremely people-oriented and love being around and working with others, building strong, trusting relationships with clients as well as co-workers.

I am educated in technological and graphic proficiencies including an understanding and sensitivity to history, environment, codes and standards, and human response. I am skilled in Microsoft Office programs such as Excel, PowerPoint, and Word. I am also proficient in Auto Cad, creating floor plans, elevations, sections, reflected ceiling plans, and detail drawings.

I am excited about entering into the work force and passionate about this industry, achieving interior designs that reflect the functional needs and preferences of each client. I am excited about ensuring the swift resolution of unforeseen and anticipated design problems. I look forward to contributing to and advancing the discipline and profession of interior design.

Sincerely,
Amber Nyberg

Enclosure

AMBER NYBERG

OBJECTIVE

Looking for a responsible and challenging position as an entry level Interior Design Assistant.

EDUCATION

May 2004 – May 2005 University of Central Florida

August 2005-April 2006 Tallahassee Community College
Associate in Arts

May 2006 – August 2008 Florida State University

College of Visual Arts, Theatre and Dance, NASAD Accredited

Department of Interior Design, CIDA Accredited

Bachelor of Science Degree: August 9, 2008

**Portfolio available upon request*

WORK EXPERIENCE

May 2008 – August 2008 Florida State University
Facilities Design and Construction
Interning under Lawrence R. Rubin, Director

VOLUNTEER EXPERIENCE

October 2007 – December 2007 Lemoyne Center for the Visual Arts
Holiday Light Show
With Mary Adleson

SUMMARY OF QUALIFICATIONS

- Proficient in Microsoft programs; Word, Excel, Power Point
- Computer Skills: Auto Cad, Photoshop, Sketch-Up
- Course work in Commercial and Residential design, Public Speaking, Historic design, and Universal Design
- Organized, detail oriented, and reliable
- Exceptional interpersonal skills and presentation of a positive and professional image

PROFESSIONAL MEMBERSHIPS

2006 – Present American Society for Interior Designers
Student Member

INTERESTS, ACTIVITIES AND HOBBIES

Spending time with family and friends, reading, volunteering with my church, being outdoors, water sports, the beach, arts and crafts, and traveling.

REFERENCES

Available upon request