

May 28, 2013

Dear Hiring Manager:

One of the core strengths that I have developed at school is a determination that strives to push the limits of design, while providing a unique solution tailored to the client's needs. My goal is to find a career that allows me the opportunity to channel my creativity in an atmosphere that stimulates productivity. My unique skills and work ethic will make me a highly productive, valued intern architect for your firm. In addition to the skills and attributes that I have earned through my education, I value the importance of hard work and goal attainment as I worked through College and funded a significant portion of my education myself.

Professionally, I have had the opportunity to assist in the conceptual design of a home addition for a family resident in Makanda, Illinois. I was responsible for schematic design in developing a functional program and aesthetic exterior elevation. Additionally, I am currently an architectural intern for the Engineering Services Department at Southern Illinois University. As an intern, I assist in facility archiving, preparing and modifying architectural documents, maintaining accurate and detailed documentation and records through an online database, I also have practical experience from conducting on-site field verifications.

Academically, I have focused on a variety of projects ranging from large-scale urban master planning to small-scale rural lodging. Each project has made me more knowledgeable, providing me with experience, and has taught me the necessary components to successfully complete a final product that reflects originality and the needs of a client. Recently, I was involved in designing a poster presentation for the Architectural Research Centers Consortium for a conference in Milano, Italy. My poster submission was accepted and will be published. Also, I am currently in the process of working on my graduate thesis and hold a 3.9 GPA. I will be graduating in August with a Master's Degree in Architecture from the University of Southern Illinois Graduate School. I am excited to join the professional workforce and would be thrilled to talk to you about how I can become a significant contributor to your team.

I am excited to discuss future opportunities at your company and look forward to speaking with you soon. Please do not hesitate to contact me. I can be reached at (630) 210-1045 or by email at [comalley@siu.edu](mailto:comalley@siu.edu).

Thank you for your time and consideration. I look forward to speaking with you soon.

Best Regards,

Colleen O'Malley  
1439 Westglen Drive  
Naperville, IL 60565  
c: (630) 210-1045  
e: [comalley@siu.edu](mailto:comalley@siu.edu)

# Colleen

# O'Malley

## CONTACT

a: 1439 Westglen Drive, Naperville IL, 60565  
e: comalley@siu.edu  
c: 630.210.1045

## WORK EXPERIENCE

Graduate Assistant

Carbondale, IL, August 2012- Present

Currently, I work as a graduate assistant in the Computer Graphics Lab helping to assist students in producing high quality final presentation work in printing and plotting.

Architectural Student Intern

Carbondale, Illinois, August 2011- Present

Currently, I work part-time in the Engineering Services Department, assisting in floor plan development, space data inventory updates, field verifying dimensions, and as-built floor plans.

Architectural Designer

Makanda, Illinois, September 2012- November 2012

I assisted residents in Makanda, IL with design concepts for a home addition. I was responsible for schematic design and programming.

Digital Fabrication Lab Assistant

Carbondale, Illinois, January 2009 – May 2012

I assisted other students and researchers who utilized the digital fabrication lab, which exists to help students and researchers to understand and improve the flow of information from the fabrication process back to the initial design decision-making.

Undergraduate Assistant

Carbondale, Illinois, September 2010- May 2011

I worked part-time with Maria Del C Vera, assist professor, practicing urban design, which I continued to research through an independent study in 2012.

## EDUCATION

Southern Illinois University

School of Architecture  
Master of Architecture | 2013 Anticipated  
GPA: 3.9 current

Southern Illinois University

School of Architecture  
Bachelor of Architecture | 2012  
GPA: 3.6 – Cum Laude

## ACHIEVEMENTS

- Spring 2013: Projects collected for NAAB Accreditation at Southern Illinois University
- Fall 2012: EAAE/ARCC Conference Poster Acceptance
- Fall 2011-12: Southern Illinois University Dean's List
- Spring 2010: Scholastic Honors for Achievement as a Member of the Sophomore Class of SIUC
- Spring 2009: Southern Illinois University Dean's List

## AFFILIATIONS

2008- Present | American Institute of Architecture Students  
2011- Present | Expanding Your Horizons  
2006 - 2008 | Illinois Drafting Educator's Association  
2004 - 2008 | St. Raphael Church Retreat Leader

## SKILLS

[technology]		[human]	
Revit	<div></div>	Acclimating	<div></div>
AutoCAD	<div></div>	Teamwork- Leadership	<div></div>
Adobe Illustrator	<div></div>	Hand Drawing	<div></div>
Corel Suite	<div></div>	Physical Modeling	<div></div>
Microsoft Suite	<div></div>	Perseverance	<div></div>
Adobe Photoshop	<div></div>	Hand Drafting	<div></div>