

LARA

HOLT

Lara Holt

[E-mail]

[Address]

[City, State ZIP]

[Phone Number]

OBJECTIVE

To participate in a summer internship to gain experience in my field of interest of interior design.

EDUCATION

South Dakota State University
Student B.S. Major: Interior Design
Expected Graduation Date: Unknown
Other B.S. Major: Buisness
GPA: 2.721

WORK EXPERIENCE

May 2004 - April 2005
K-Mart - Cashier

December 2004 - August 2005
Prostrollo Motor Sales - Secretary

June 2007 - Present
Walmart - Cashier and Customer Service

ACTIVITIES

ASID Student Member 2007-2008 School Year
ASID Historian 2008-2009 School Year

SKILLS

Macintosh and PC	Learning:
Vectorworks	Revit
Microsoft Word	SketchUp
Microsoft Powerpoint	
Microsoft Excel	

DESIGN CLASSES

ID-150 Intro to Interior Design I	ID-319 Building Systems I
ID-151 Intro to Interior Design II	ID-320 Lighting and Acoustics
ID-215 Materials	ID-322 Interior Design Studio III
ID-222 Interior Design Studio I	ID-490 Sustainable Issues
ID-223 Interior Design Studio II	Art-121 Design I 2D
ID-224 History of Interiors	Arth-100 Art Appreciation
ID-231 Computer Aided Design	AM-242 Textiles I

References Upon Request

Along with her cover letter (Figure 4.1 in the text, p.74), this student's résumé was designed to gain an internship. Note how she placed the headings on her résumé vertically to display creativity.

COVER LETTER

Lara Holt
[Address]
[City, State ZIP]
[Phone Number]

February 22, 2009

Sharon Burt
Crestwood
601 East Water Well Road
Salina, KS 67401

Dear Sharon Burt,


For the last three years, I have been a student at South Dakota State University, in Brookings, SD in the Interior Design program. At this point in my education I seek the chance to apply for an Internship for this coming us summer.

During my education experience, I have participated in many school activities. Such as being a member of ASID for two years and out of those two years, I have obtained the position of Historian on the executive board. I have also attended International Market Square (IMS) in Minneapolis Minnesota for the last two years.

As stated in my Resume, I have worked mostly in retail over the past five years. I have worked as a cashier at both K-mart and Wal-Mart in Huron. I also worked as a secretary for a car dealership. There I was responsible for answering the phones filing invoices for any car work a customer had done. I have experience in using Microsoft Word, PowerPoint and Excel. The computer programs I have worked with are Vectorworks and after the semester is finished in May, I will have experience with Revit.

I want to thank you for your time and I hope to meet with you personally or by phone for an interview. I may be in Kansas over my spring break March 10 through the 14 if schedule allows or phone interview would be desired if not able to make it. Attached are my resume and parts of my portfolio. I thank you for your consideration and I hope to hear from you soon.

Sincerely yours,



Lara Holt

Along with her résumé (Figure 4.1 in the text, p. 75), this student's cover letter was designed to gain an internship. Note how she placed the headings on her resume vertically to display creativity.