

# RACHAEL MUNZ

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JULY 27<sup>TH</sup>, 2021

## **RE: SEEKING PART TIME WORK/INTERNSHIP IN INTERIOR DESIGN**

To Whom It May Concern:

As a student in Interior Design, it would be a privilege to be able to apply what I am learning in the Design Program at California State University, Long Beach, to real world design experience.

A little bit about me: I have always aspired to be an active participant in something greater than myself. Placing the needs of others ahead of mine brings about further understanding, compassion, and growth. Being a part of a collaborative environment, one where ideas are bounced off each other and inspiration is collectively created, is one I thrive in.

Spending three years studying interior design has not only taught me practical skills like time management and perseverance, but also new ways of thinking. Some of these fundamentals include creating designs that have meaning behind them, communicating and working with partners on specific projects, and developing the ability to explain a certain vision clearly to others. Perhaps most of all, my time at Cal State Long Beach has taught me the significance of human interaction within this field.

In a creative environment, it is important to have the opportunity to look to others for input or inspiration. This is why I feel I would be a great asset to any design enterprise. I welcome new ideas and remain open to opinions other than my own. I understand each of us brings our own set of experiences and understandings to the discussion. I am confident that these skills and mindset would be beneficial to a design studio or firm.

I am very grateful for your consideration.

Thank you for your time,

Rachael Munz

## RACHAEL MUNZ

### SUMMARY

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**As a hardworking, goal orientated individual, and a junior at California State University, Long Beach, I am seeking a position or internship within the interior design field.** I have been accepted into the Bachelor of Fine Arts program and am looking for a position where I can immediately begin applying my acquired knowledge from school to real world design experience. I hope to exercise my talent in both artistic and creative design while being able to provide service to others.

### SKILLS

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By practicing self discipline and time management, I have achieved acceptance into the Bachelor of Fine Arts Interior Design program at Cal State University, Long Beach. My work thus far has been in building sound design concepts by using methods of both freehand and computer assisted drawings. In regard to online software, I am knowledgeable in programs such as AutoCAD, Sketchup, Enscape, Adobe InDesign, Adobe Illustrator, and Adobe Photoshop. I have learned how to turn sketches into three-dimensional objects, and I am rapidly expanding my knowledge for materials, color palettes and techniques. Communicating with others is one of my strengths as I am sensitive to the importance of customer service, and accommodating to meet others needs. I am a motivated self-starter, highly dependable, and responsible. I am a quick learner, self-reliant, and welcome constructive criticism.

### EXPERIENCE

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- **(2020) Portfolio Design:** Assembled and developed a portfolio of design projects from the first two years at Cal State, Long Beach to demonstrate my ability to be successful in upper division Interior Design. This portfolio was evaluated by Professors and I was subsequently accepted to the BFA program commencing August, 2020.
- **(2018-2020) CSULB Design Building Gallery:** Five of my projects from the “Fundamentals of Design” class have been selected by my Professor to be showcased within the CSULB Design Building. A handmade lamp from “Light Design Interior Architecture” has been displayed in the Design Building Gallery.
- **(2017-2018) Yearbook Editor, Quartz Hill High School:** Provided leadership to mobilize, manage and inspire a staff of thirty Designers, Photographers, and Marketers to conceptualize, design, and produce a successful yearbook. Educated layout designers on how

to work with InDesign, create visually pleasing layouts, and write interesting stories and captions. Taught and modeled time management and organization on multiple levels while consistently motivating the entire staff. Scheduling and outlining design expectations in relation to deadlines was paramount.

- **(2016-2017) Senior Yearbook Editor, Quartz Hill High School:** Supervised Senior Activities, designing every layout that included seniors. Created online polls and websites for Quartz Hill students to provide their input, and corresponded with parents regarding their child's Senior Dedication page.
- **(2021-Current) The Potholder Cafe Downtown:** Working as a part-time server in a fast paced environment. Learning skills such as customer service, multitasking, and being able to communicate to both customers and coworkers.
- **(2017-2018) Cali Café ft. Coffee Bean & Tea Leaf:** Worked part-time after school to earn and save money for college. Gained critical skills and experience in customer service by handling the payment system, preparing food, and ensuring customer satisfaction with service.

#### EDUCATION AND ACCOMPLISHMENTS

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- **(2018 - present): Bachelor of Fine Arts, Interior Design** (expected graduation May, 2022) at **California State University, Long Beach.**

#### REFERENCES

Available upon request

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