

**Dear Sir / Madam**

I am very grateful to have the opportunity to work in the United States. My Chinese name is Jun Li and English name is James. I currently work in the First Division of ECADI ( east china architecture design institute ). My eight-year career can be divided into two stages. I began my work in the international department, where I was mainly involved in competing for large international and domestic projects, covering a variety of public buildings. During this period, I went to Gujarat in India and the UAE to co-design projects with local design companies. In the second, and current, stage of my career, I moved to ECADI's First Division where I am responsible for the entire design process of large-scale commercial complexes, hotels and office buildings. At present I am in charge of two large commercial complex projects. I am additionally leading a research project entitled Envisioning New Business Models in the Digital Age, focused on the impact of e-commerce on retail. As part of this research project, a large sample of domestic developers, design companies and e-commerce enterprises were interviewed in order to analyze the future trends in commercial buildings.

During the past eight years, I have become intimately familiar with domestic process flow, including design concept, permitting, detailed design, and final development. I now have a strong desire to take this opportunity to broaden my horizons by learning new concepts in a foreign environment. During my internship, I hope to participate in schematic design of commercial projects or commercial complexes since I specialize in this area and it is also a field in which I have conducted in-depth research. In China, such projects are currently undergoing rapid development, in the face of which the industry will need to adhere to rational and forward-looking principles. To this end, I aim to learn new design ideas in this area through cooperation with foreign peers. Moreover, I am also very interested in becoming familiar with the comprehensive process quality control undertaken by foreign firms for large projects in order to better reflect design concepts.

Now I am studying at Oregon University for sustainable design. During the 3 months I participated a project in milwaukie and Attended many lectures. My study will finish at the end of March. I have two months for internship from Apr 6 to Jun 6.

Thank you again for providing the opportunity to me.

Yours Sincerely,  
Jun Li  
Feb 10 ,2015

**NAME**

Jun li ( chinese )  
James ( English )

**CONTACT INFORMATION**

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**PROFESSIONAL EXPERIENCE**

**ECADI** ( east china architecture institute)

2010—now Division 1

( focus on shopping mall / hotel / office /  
skyscrapers )

2006---2010 International department

( competing for projects, covering a variety  
of public buildings )

**ACADEMIC**

2003---2006 Tian Jin University

Master Degree

1998---2003 South-east University

Bachelor Degree

**PERSONAL**

2011 Class-1 Registered architect

2013 Senior Engineer

2014 leading a research project entitled  
*Envisioning New Business Models in the Digital Age*

**PROJECT**

Project Name	Category	Index	Major Role
Gan zhou Aqua City	Apartment / Retail	220,000M <sup>2</sup>	Design Manager
Global Financial Centre, Shanghai	Office/ Hotel/Retail	430,000 M <sup>2</sup>	Design Manager
Bao Neng Shopping Mall, He Fei	Retail	220,000 M <sup>2</sup>	Leading Architect
Xincheng City Complex, Changchun	Office/ Hotel/Retail	180,000 M <sup>2</sup>	Leading Architect
SKC Shopping Mall, Changchun	Retail	280,000 M <sup>2</sup>	Leading Architect
Leaf Tower, UAE	Office	110,000 M <sup>2</sup>	Leading Architect
Jiang Hai Office Building	Office	60,000 M2	Leading Architect
Crystal Building ,Gujarat, India	Office	120,000 M2	Leading Architect
Guangzhou TV Station	Office	120,000 M2	Leading Architect
Da Tang Hotel	Hotel	40,000 M2	Leading Architect
South Asia Gateway	Hotel / Office	200,000 M2	Leading Architect
Nan Tong luxury Hotel	Hotel	20,000 M2	Leading Architect