



KATIE VILLEGAS

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November 24, 2008

Company Name Here  
Company Street Info.  
Company City, State Zip

To Whom It May Concern,

Thank you for providing me with this exciting opportunity to present myself to you for employment. I have researched your company, and feel very sincerely that I would prove to be an asset to you, and that my working for you would to be of great value for me as well.

I would like to point out that I am at a place in my life where I am interested in maintaining my commitment to those I engage with. What I mean by this is that I do not consider that working for you would be a mere stepping-stone in my career path, but an opportunity to more fully engage in the present through applying the fine skills I have acquired. In addition to recently graduating from the Art Institute of Pittsburgh's online Web Design Diploma program, I have also been working closely with local non-profits as a pro-bono web designer for the past four years. This has been an invaluable experience, as I have been able to serve my community, develop a portfolio and learn first hand the full extent of what it takes to create unique web sites for clients with a range of requirements and expectations. Attached is my resume; please let me know if you would like the contact information for my references.

Thank you for considering me for this position. Please let me know the best way to follow up with you. Feel free to either call or email me. I look forward to hearing from you and wish you a Happy Thanksgiving!

Respectively,

*Katie J. Villegas*

Katie Villegas



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## RESUME - OBJECTIVE:

~ I am looking to obtain a position with a design firm, which will utilize my skills as a web designer.

## AREAS OF EXPERTISE:

- ~ Kind, Intuitive, Committed and Service Oriented People Skills
- ~ XHTML, DHTML, CSS, Javascript, Actionscript 2 and 3, PHP, SQL
- ~ Dreamweaver, Adobe Photoshop, Acrobat, Microsoft Office, Flash
- ~ Designing an efficient, user friendly information architecture
- ~ Creating an effective, aesthetically pleasing, and user friendly interface design
- ~ Scanning and Optimizing Images, File Compression and Load time evaluation
- ~ Use of Wacom Drawing Tablet
- ~ Search Engine Optimization

## RELEVANT EXPERIENCE:

2004 – Present: Pro-bono web designer for local non-profits and small businesses, including:

- The Natural Brothers: <http://kqv531.aisites.com/NaturalBros/index.php>
- Waverly Main Street: <http://www.waverlymainstreet.org>
- The Waverly Improvement Association: <http://www.waverly-live.com>
- Loveshine: <http://kqv531.aisites.com/loveshine/>
- The Dirty Mothers: <http://www.dirtymotherproductions.com>
- The Baltimore International Rhythm and Drumming Society:  
<http://www.drumtogether.net/>
- Botanical Skin Care – Interface Redesign FROM: <http://www.botanicalworks.com>  
TO: <http://kqv531.aisites.com/IMD212/>

## RELEVANT EDUCATION:

2006 – Present: Graduating with honors from the Art Institute Online's Web Design Diploma

Program: <http://www.aionline.edu/diplomas/web-design/>

Click here to view transcript: [http://kqv531.aisites.com/AIO\\_Transcript\\_KV.pdf](http://kqv531.aisites.com/AIO_Transcript_KV.pdf)

~ Studied with renowned web designers such as [Eric Meyer](#) and [James Gonzalez](#)

1990 – 1993: Maryland Institute, College of Art ([MICA](#)) BFA Program with General Sculptural Studies Major.

## EMPLOYMENT:

Contact information for reference available upon [request](#)

2004 – Present: The Natural Market – Part time retail / customer service associate for small, local health food store. *\*Relevance: Developed reputation for friendly, informed service.*

1999 – Present: Child Care Provider – Has provided full time child-care for several families since having my own first child in 1998. *\*Relevance: Highly trustworthy and reliable.*

1993 – 1998: The OK Natural – Full time retail /customer service associate for a different, local health food store. The last year and a half I spent here was as the general manager.