



**Steven Heitman**  
**Information Architect**  
**User Experience Designer**  
**Project Manager**

San Francisco, CA USA

Portfolio: <http://www.stevenheitman-ia.com>

Blog: <http://stevenheitmaninformationarchitect.blogspot.com>

Contact: [mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

LinkedIn: <http://www.linkedin.com/in/stevenheitmania>

**To:** Hiring Manager and/or Recruiter

**Re:** Information Architect & Design Employment Opportunity

---

Dear Hiring Manager and/or Recruiter:

My professional qualifications and experience demonstrate that I am ready for employment. My credentials, current experience, professional attitude, make me an asset to your company. My specialized education is in Information Architecture and Design.

**Professional Qualifications**

- Education specific to Information Architecture and Design
- Two graduate-level degrees (each equivalent to 60-unit programs)
- Information Architect and Interaction Design certifications
- Systematic approach on projects with excellent results
- Comprehensive understanding of deliverables for projects
- Completion of vocational training programs
- Information Architect internships and contractual work experience
- Previous work experience in a related industry
- Current computer/Web programming updates; NN/g updates
- Information Architect mentoring skills
- Team leadership and management skills
- Hard-copy portfolios and review upon request
- Phone interviews only by appointment
- Letters of recommendations and references upon request

Let me assist you by implementing well-defined and excellent user-centered design principles into Websites or other digital design products. I am interested in interviewing for the position you now have available. I may be reached at [mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com). Please include a job order and description with your email response.

My LinkedIn Profile is available for your review—if you need to review my qualifications and experience—or feel free to look at my Website. Thank you for your time and consideration.

Sincerely,

*Steven Heitman*

Steven Heitman

Information Architect