



STEVEN HEITMAN
Information Architect Specialist
User Experience Designer
Credentials: IA BAIA, IA MAIA & IA ID&T, TPW & IA MAEd
 San Francisco, CA USA
mailto@stevenheitman-ia.com

To: Employer and/or Recruiter

Re: Information Architect Employment

Dear Sir or Madam:

I am interested in your position for Information Architect, User Experience Designer, and project manager. My résumé is enclosed and portfolio Website at <http://www.stevenheitman-ia.com> demonstrates many years of corporate and University experiences, including relevant undergraduate and graduate-level credentials. Now I am seeking additional challenges and opportunities in the Information Architecture and usability testing arena. If you desire a well-trained and highly competent IA with exceptional real-world experiences, I am your ideal candidate because, unlike other candidates, I have specialized credentials in Information Architecture, User Experience Design, navigational systems, research, project management, technical writing, graphic design, usability testing, and corporate training. The matrix below highlights my background, meeting advanced-entry level requirements for full-time, permanent employment.

IA Requirements	My Information Architect Qualifications
IA Credentials	IA BAIA, IA MAIA & IA ID&T, TPW & IA MAEd degrees and IA Certifications in Information Architecture, User Experience Design, Project Management, Technical Writing, Graphic Design, Usability Testing, Corporate Training
IA Work Experience	Completed many internships in Information Architecture, User Experience Design, Project Management, Technical Writing, Graphic Design, Usability Testing, assisting Professors, including IA consulting positions
Teaching Experience	Approximately 6 years as Teacher’s Assistant and Graduate Teacher’s Assistant
IA Professional Skills <ul style="list-style-type: none"> • Information Architecture • Project Management • Technical Writing • Graphic Design • Usability Testing • Corporate Training 	Many years at corporations and years in IA training programs at The University; doing Information Architecture, User Experience Design, Project Management, Technical Writing, Graphic Design, Usability Testing, Corporate Training, including relevant IA internships and IA consulting positions
IA Deliverables <ul style="list-style-type: none"> • Research • Heuristic Evaluations • Usability Testing • Flow Charts • User Scenarios • Wire Frame Mockups • IA Schematics • Prototyping 	Many years at corporations and years in training programs at The University; doing Information Architecture, User Experience Design, Project Management, Technical Writing, Graphic Design, Corporate Training, Usability Testing, including relevant IA internships and IA consulting positions: http://www.stevenheitman-ia.com/html/portfolio_IA_SKILLS.html Experienced using The ADDIE Model, The NS Model, The IA Model—working with clients and on diverse teams

You may note along with my educational background and credentials in Information Architecture, User Experience Design, and corporate training that I did successfully work in corporate environments previously for many years. Completing IA degrees and IA internships at The University, which demonstrate my competencies and skills for full-time, permanent employment.

My letters of recommendation and résumé help you to sort out the probable from the possible, but they are no way to judge the caliber of an individual. It would be nice to meet with you and demonstrate that along with my credentials I have a good personality, intelligence, and social skills that make for a successful Information Architect, User Experience Designer, and project manager. Recognizing the demands of our schedules, we can schedule an appointment using email.

Best Regards,
 Steven Heitman
 Information Architect Specialist
 User Experience Designer
 Enclosure(s)