

June 6, 2018

Lynette Singleton
Director of Human Resources and Operations
Reingold, Inc.
433 E. Monroe Ave
Alexandria, VA 22301

Dear Ms. Singleton,

I hope this letter finds you well. My name is Raven Bell, and I wish to express to you my strong interest in joining Reingold, Inc. as a full-time (or part-time) UI Visual Design Intern. There are obviously many other qualified hopefuls trying to get on board with your group of talented professionals. I thank you so much for taking the time to visit the portfolio website I created especially for you and the Reingold Team!

I love learning and improving my skills. In high school, circa 1999/2000, I started teaching myself HTML and making basic websites. I later used that knowledge to land a Webmaster Intern opportunity in college, and prolonged my career at Heights Venture Architects by also serving as the firm's Webmaster before my eventual layoff in 2009. My favorite elective in college was an Architecture and Graphics course where I really learned about creating layouts/compositions on a page and how to use Adobe Photoshop and Illustrator. In addition to my drafting duties at the firm, I produced photorealistic graphics of proposed building facades for client presentations and marketing materials using those programs.

As a kid, I remember using the library card catalog and sifting through heavy phone books for company listings. Obviously technology has made the everyday more accessible, faster and awesome, but I've learned that at the core it is about people. And the ability to effectively communicate, understand, and deliver needs in an easier and appealing way while going beyond initial expectations is paramount. With my experience presenting to clients as an Intern Architect to nearly 7 years flying the friendly skies serving hundreds per day, I have a far greater understanding of the customer/client experience from both a design and interpersonal perspective. I definitely know and appreciate what it takes to form long-term client relationships.

Today, I am enrolled in a Full Stack Coding Bootcamp through George Washington University that continues through early August of this year. Although this experience is proving to be quite the challenge for me, I have surpassed my goals of just brushing up on my prior HTML knowledge and developing many new ones on both the front-end (CSS/JavaScript/JQuery/Bootstrap) and back-end (MySQL, Node.js/Express). Some of the aforementioned skills may be beyond the scope of this position, but with my introductory knowledge of these skills I am a well-rounded candidate for the role.

I know you get a lot of mail on any given day, so thank you again for accessing the link on the flyer and taking the time to read this. I appreciate your consideration and look forward to the opportunity to speaking with you soon!

Sincerely,

Raven Bell

RB

RAVEN BELL

5410 Connecticut Ave NW, #716
Washington, D.C. 20015
(281) 455.5312
raven.bell@yahoo.com



RAVEN BELL

5410 Connecticut Ave NW, #716
Washington, D.C. 20015
(281) 455.5312
raven.bell@yahoo.com

EDUCATION

University of Houston Gerald D. Hines College of Architecture
Bachelor of Architecture Degree
Business Administration Minor
Aug. 2001 - Dec. 2006

GW Coding Boot Camp, D.C.
Full Stack Flex Web Development Program
Feb. - Aug. 2018

WORK

WEBMASTER INTERN

Oct. 2002 - May 2003

University of Houston
Houston, TX

- Created new web pages and graphics for the University Office of Internal / External Communications in Dreamweaver

JUNIOR ARCHITECT

Jan. 2007 - Sept. 2009

Heights Venture Architects
Houston, TX

- Drafter of commercial construction document sets in AutoCAD
- Created color renderings for client presentations / marketing materials in Adobe Photoshop and Illustrator
- Maintained company website in Dreamweaver

FLIGHT ATTENDANT

June 2011 - Jan. 2018

SkyWest Airlines
St. George, UT

SERVER

June 2017 - Present

Circa Restaurant
Washington, DC

SKILLS

Adobe Photoshop / Illustrator
HTML / CSS
JavaScript / JQuery
Wordpress