

Web Design + New Media

JENIFER FITCH

Identity

# JENIFER FITCH

Identity Business Card



# JENIFER FITCH

Identity Cover Letter & Letterhead

JENIFER FITCH

PO Box 4363  
Arcata, CA 95518

contact@jeniferfitch.com

jeniferfitch.com  
707-631-6934

August 14th, 2014

Dear Helena Avelar,

I was referred to you by Mo at the last Arcata Chamber Mixer. My name is Jenifer and I'm seeking a part-time graphic design or marketing internship for this fall semester. Currently, I'm a graphic and web design student at the Academy of Art University, San Francisco. I have lived in Arcata for the last two and a half years finishing my BFA online.

My goal is to work for an outstanding local business like Holly Yashi. I've admired your marketing, advertising, and graphic design since we moved to Humboldt. I plan to stay local after graduation and would love to be able to hone my education under a marketing/graphics team like yours.

If you are interested in hiring an intern for this coming fall semester I would be more than willing to come down and talk to you about what I have been doing and what my plans are after I graduate.

Thank you for your time.

Sincerely,



Jenifer Fitch

Attachment: Resume

JENIFER FITCH

PO Box 4363  
Arcata, CA 95518

contact@jeniferfitch.com  
jeniferfitch.com

August 14th, 2014

Dear Frank Whitlatch,

My name is Jenifer and I'm seeking a part-time graphic design or marketing position. Currently, I'm a graphic and web design student at the Academy of Art University, San Francisco. I have lived in Arcata for the last two and a half years and will be finishing my BFA online after this fall semester.

My goal is to work for an outstanding graphic design team like Marcom. I've admired your marketing, advertising, and graphic design since we moved to Humboldt. I plan to stay local after graduation and would love to be able to hone my education under a marketing/graphics team like yours.

If you are interested in hiring a part-time employee or intern I would be more than willing to come talk with you about what skills I have that might benefit Marcom.

Thank you for your time.

Sincerely,



Jenifer Fitch

# JENIFER FITCH

Identity Envelope

JENIFER FITCH

PO Box 4363  
Arcata, CA 95518



Bob Brown  
C/O Streamline Planning Consultants  
1062 G st. Suite I  
Arcata, CA 955121

# JENIFER FITCH

Identity   **Mailing label**

JENIFER FITCH

Web & Graphic Designer

PO Box 4363  
Arcata, CA 95518

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# JENIFER FITCH

Identity Resume



# JENIFER FITCH

Identity Invoice

Products and Services from 9/2/14 to 9/16/14			INVOICE #01	
Invoice Date:			Payment Due:	
9/2	Print Design	Proofread SOQ, meeting with Bob to review, edits to the SOQ	4.5	@ \$15
9/3	Website	Develop consultation form and tested it, minor SOQ and web edits	4.5	\$67.5
9/4	Print Design	Chamber flyer for Godwit Days	4	\$67.5
9/5	Print Design	Godwit days flyer changes for Bob and final touches on SOQ	4	\$60
9/6	Print Design	Humboldt Builders Exchange ad design	2	\$60
9/7	Print Design	SOQ section export to z drive and reviewed marketing on z drive	1	\$30
9/8	Print Design	Reviewed all past marketing notes and organized action items for Bob	1.5	\$15
9/9	Print Design	Marketing meeting with Bob - go over action items	1.5	\$22.50
9/10	Marketing	Photo swap - SOQ, website, and updated z drive	3.5	\$22.50
9/11	Marketing	Organizing and adding slideshow content to		\$52.50
TOTAL:			26.5 h	

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Identity Thank You Card

