



COVER LETTER

MEREDITH
XIE

UX & Product Designer

CONTACT

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 yuhan8@uw.edu

RELATED COURSEWORK

User Centered Design
User Interface Design
Visual Communication
User Research
Physical Computing
Web Programming
Interactive System Design & Technology
Intelligence of Informatics
Computer Programming Java I & II

TOOLBOX

Proficiencies

Illustrator	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Photoshop	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
AfterEffects	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Sketch	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Java	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Python	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Javascripts	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
HTML and CSS	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Skills

Prototyping	Interaction Flow
Web Design	User Research
User Interface Design	Information Visualization
Create Wireframe	Front-End Developing
Usability Test	Graphic Design

 **PORTFOLIO WEBSITE**
yuhan8.github.io/portfolio/

August 22nd, 2016

3801 Brooklyn Avenue N.E.
Stevens Court L404-C, Seattle, WA

Dear Ms. Christine Tawatao:

I was excited to see this opening job opportunity of user experience designer at Information Technology Services & Digital Strategies on university library website. I am now a senior-year undergraduate student majoring in Human Centered Design and Engineering, focusing on human-computer-interaction, and I am writing you this cover letter to apply for this position.

My background includes working as a user experience intern at Baidu.Inc, HQ, summer 2016, where my responsibilities included user research, interaction flow design, user interface design and usability test. Most recently, I have worked on a project to conduct usability test on one of Baidu’s product, called Baidu Nuomi, and determined the appropriate methods for evaluation of the web app and services. I was responsible for designing test scenarios and scheduling evaluation sessions, and reporting findings and design recommendations.

In addition to my internship experience, I gained considerable UX skills during finishing HCDE classes and conducting other design projects, which include conducting user research, reports writing, producing personas and story board to communicate user needs. Also, my projects are involved with fully user-centered design, containing processes of focus groups user research, contextual inquiry, and user interface prototypes and mockups, using Adobe Creative Cloud suite and Sketch. All these projects are available on my online portfolio. The link is down below on the left lower corner. I hope you enjoying taking your time scanning them.

My experience of working for Baidu was highly similar to a UX Project Manager, since I was uncharge of planning deadlines and communicating with other designers, researchers and developers. This experience will help me fitting into the UW Library schema, where I will work for supporting the assessment of the UW Libraries' websites and public services.

I am confident that I can offer you the UX design, user research and testing, communication and problem-solving skills you are seeking. Feel free to send me an email, yuhan8@uw.edu, to arrange an interview. I will be in contact with you in two weeks if I don’t hear back. Thank you for spending the time to read your letter—I look forward to learning more about this opportunity!

Sincerely,

Meredith Yuhan Xie