

# Jessica Ottley

An accomplished graphic designer with 15+ years experience in customer service, a can-do attitude and a good sense of humor.

## CONTACT

@jessottdesigns

jessottdesigns@gmail.com

(480) 200-8022

270 E. Elgin St.

Gilbert, AZ 85295

SCAN OR CLICK  
FOR PORTFOLIO



September 2021

Dear Future Employer:

I am writing to express my interest in the Graphic Design position advertised online. I have experience doing graphic design for print production for about 6 years plus I also have 15 plus years experience in customer service!

In my current positions at both Ali & Ariel and the Hale Centre Theatre, I am familiar with the process of conceptualization, design, print production, and can take a piece from start to finish. Uniquely, For Hale I have also helped in developing social media pages as well as their website.

As a multi-faceted designer I have experience in Adobe InDesign, Photoshop, Illustrator, Acrobat, After Effects, and Microsoft Office. I love systems and enjoy cohesive design that grows out of systematic brand thinking. Working on multiple projects at a time is thrilling. I love the act of laying out confusing batches of information into cohesive pages and doing the effective and correct steps to get the designs printed or posted online.

I personally enjoy the challenges of learning new things and pushing myself in the workplace. I would appreciate the opportunity to work with you.

My fifteen years of customer service, my education, and my most recent work history will be most valuable for your company. My joy in taking care of people, hard work, and attention to detail are just a few qualities that I know will be an asset to your team.

I thank you for your consideration. I look forward to discussing a future with your company.

Sincerely,

Jessica Ottley

Jessica Ottley