



Vicki Ayala

IndustrySitesOnline.com

Tel (310) 968 7024 • Fax (310) 640 7024

E-mail ayala7@sbcglobal.net

August 2006

To Whom It May Concern:

Currently, I do freelance work in graphic art and web design. From 1997 in to 2005, I worked in the Los Angeles territory sales office of Thomas Register/ThomasNet, a popular industrial buying guide. I was in charge of 90% of all clients' ads (print and online) and web sites. When the Regional Manager relocated to the Pacific Northwest, he assisted me as I made the transition from employee to full-time freelance work. I set up IndustrySitesOnline.com to facilitate working as an independent contractor.

I design web sites, perform Search Engine optimization, web site marketing and site maintenance services. In addition, I design print ads, sales and marketing materials, business cards, forms and more. For web design, I use Macromedia Dreamweaver and Microsoft FrontPage; for image editing, I use Macromedia Fireworks and for page layout, I use QuarkXPress.

At this point, I am looking for something either part time or during non-traditional hours so I have time to service existing clients. I have all the necessary software programs for creating web sites, ads, other print materials or whatever you require. I can come to your business, work from my home office or a combination of both...whatever works best for you.

Thank you for taking the time to look over my résumé (see links below) and consider me to assist with your needs.

Best regards,

Vicki Ayala

Link to my résumé: <http://www.industrysitesonline.com/resume06.htm>

PDF link to my résumé: <http://www.industrysitesonline.com/resume06.pdf>

Link to this cover letter: <http://www.industrysitesonline.com/cover06.htm>

PDF link to this cover letter: <http://www.industrysitesonline.com/cover06.pdf>

Link to IndustrySitesOnline web site: <http://www.industrysitesonline.com>