

MAYA RODRIGUEZ

Miami, FL | (305) 555-0184 | maya.rodriguez@example.com | mayarodriguez.design

EXPERIENCED
PROFESSIONAL

August 17, 2026

Alex Chen
Director of Product Design
HarborPay
New York, NY

Dear Alex Chen,

I am applying for the Senior Product Designer position at HarborPay because my background centers on making complex financial experiences easier to understand and complete. Over the past eight years, I have designed account, billing, and payment products across responsive web and native mobile platforms while partnering closely with research, engineering, accessibility, legal, and product teams.

At Meridian Mobile, I led the redesign of a digital wallet experience used by more than two million customers. Research showed that users were uncertain about available balances, payment timing, and confirmation states. I simplified the information hierarchy, introduced clearer status messaging, and worked with engineering to create reusable payment components. After launch, successful wallet transactions increased by 14%, and payment-related support contacts decreased by 11%.

HarborPay's focus on giving small businesses clearer control over cash flow is especially meaningful to me. Your recent work on real-time payment tracking addresses the same trust problem I have encountered in consumer billing: people need to know what happened, what happens next, and what action is required. I would be excited to bring my experience in financial workflows, design systems, and accessible interaction patterns to that challenge.

Thank you for considering my application. I would welcome the opportunity to discuss how I could contribute to HarborPay's product team.

Sincerely,

Maya Rodriguez

JASMINE PATEL

Orlando, FL | (407) 555-0139 | jasmine.patel@example.com | linkedin.com/in/jasmin Patel

ENTRY-LEVEL
APPLICANT

August 17, 2026

Hiring Manager
BrightPath Learning
Orlando, FL

Dear Hiring Manager,

I am excited to apply for the Marketing Coordinator position at BrightPath Learning. As a recent communications graduate with hands-on experience creating social content, coordinating promotions, and working directly with customers, I can bring strong organization and a clear understanding of audience needs to your marketing team.

In my role at Lakeside Market, I helped plan and promote monthly in-store events across Instagram, email, and printed signage. I organized the content calendar, gathered product information from department leads, and tracked attendance in Excel. Over four months, average event attendance increased from 35 to 52 customers. The experience taught me how to manage deadlines, keep details accurate, and adjust messaging based on customer response.

For my senior capstone project, I also worked with a four-person team to create a recruitment campaign for a local literacy nonprofit. I interviewed volunteers, developed audience profiles, wrote campaign copy, and presented our recommendations to the organization's director. BrightPath Learning's goal of making educational support more accessible is closely connected to the kind of mission-driven work I hope to continue.

Thank you for your time and consideration. I would be glad to discuss how my communication skills, project experience, and willingness to learn could support BrightPath's upcoming campaigns.

Sincerely,

Jasmine Patel