

Candice Suarez

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Megan Hendrix
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Houston, TX 12345
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Dear Ms. Hendrix,

During my undergraduate study at the University of Alaska Fairbanks, I was named the top-performing student for my resource management project. My professors mentioned my outstanding strategic thinking and strong organizational skills as justification for this achievement. I am excited to demonstrate my abilities as an office administrator at Moffatt and Nichol.

As an ambitious new graduate, the chance to start my career at a fast-growing company like Moffatt and Nichol is compelling. My strong academic background in business administration and two years of experience as a part-time hotel receptionist have furnished me with the skills and knowledge necessary to excel. My recent achievements include:

- Answering guest queries warmly and professionally, achieving a 100% positive rating in 2023
- Receiving praise five times during my practicum placement assessments for accuracy and efficiency
- Achieving full marks for my business computer applications coursework

I look forward to discussing how my abilities and qualities can help me provide outstanding administrative support to your organization. Please get in touch to schedule an interview.

Sincerely,

Candice Suarez

Cover Letter This Month Tutorial

Naomi Newman



Cover Letter This Month Tutorial:

1974 Census of Agriculture, 1978 **1974 Census of Agriculture: Special reports. pts. 1-3, 5-7** United States. Bureau of the Census, 1977 Cover Letter Almanac W/Disk Adams Media, 1997-01-01 Based on professionally written cover letters that have actually landed jobs the Adams Cover Letter Almanac contains 600 sample letters for every situation Whether you re a graduating student or a senior executive you ll find cover letter samples that can be easily customized to match your needs including letters for positions in **1982 Census of Agriculture**, 1985 1982 Census of Agriculture: Subject series, 1987 **The Writer's Guide to Magazine Markets** Helen R. Freedman, Karen Krieger, 1983-11
Government Reports Announcements & Index, 1988 **Christian Writers' Market Guide, 1998** Sally Stuart, 1998-02 This 1998 version of this well known reference tool for Christian writers points them to over 1000 markets for their work provides e mail addresses gives dates and venues of conferences and informs about editorial services agents and much more
New Perspectives on Microsoft Word 2002 S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, 2001-09-25
WordPerfect 6.1 for Windows Essentials Linda Hefferin, 1995 **Responses of Young Children and Adults to Books with a Lesson** Barbara Elizabeth Uffman, 1981 Monthly Journal of the Bristol & West of England Chambers of Commerce Bristol (England). Chamber of Commerce, 1923 *Guide to College Reading* Kathleen T. McWhorter, 2002 Guide to College Reading focuses on the key areas of reading comprehension vocabulary improvement and textbook reading Critical thinking and metacognition are hallmarks of the McWhorter series Critical thinking is incorporated throughout the book in instruction exercises and readings Metacognitive activities include teaching readers how to evaluate their own learning styles to increase their ability to read college level material successfully Exercises that ask readers to respond by writing sentences and paragraphs after reading help make the critical connection between these two activities umerous diagrams and drawings help readers visualize how reading material can be organized High interest photographs and artwork appeal to the visual learner Chapter ending readings give immediate practice for chapter skills and aid in transferring these skills to actual reading situations Learning Style Tips reinforce material introduced earlier throughout the book and teach readers how to apply knowledge of their individual learning styles to learn new skills For those interested in developing their reading skills at the 6th 9th grade level **Guide to College Reading (2001 Reprint)** Kathleen T. McWhorter, 2000
College Keyboarding Enhanced Susie H. VanHuss, 1997 Vault Guide to Top Internships Naomi Newman, 2005 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions *National Guide to Funding for Elementary and Secondary Education*, 1997 *Researcher's Guide* Daniel Lloyd Spencer, 1982 **The visual guide to college composition with readings** Joanna Leake, James Knudsen, 2002-09-02 *The Official Guide to U.S. Law Schools* Law School Admission Council, 1998 Comprehensive accurate and up to date this official guide to all 179 American Bar Association approved law

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