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October 28, 2016

341 Walt Drive
San Antonio, TX, 42642
(422)631-7534
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Dear Mr. Deniro,

Please accept my enclosed application for the position of administrative assistant at Tech Corporation. Having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skillset match the requirements you're looking for.

At my current company, Redford & Sons, I am valued by the CEO and his staff as a critical support pillar for the team, keeping meetings, papers, travel arrangements, and office items organized at all times. I spearheaded the effort to "go digital" for almost all planning and paperwork, increasing office efficiency to the point of saving \$3,000 per year in contracted labor expenses.

I was also tasked with training two administrative assistants in my previous position, proving that I can perform the all necessary duties described in your job description, and even train others in how to perform in this role effectively, should the need arise.

I would love to have to opportunity to join the team at Tech Company and use my skills to create an efficient and stress free office environment for your executives. I believe I can meet and exceed the expectations you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Best,
Kelly Blackwell

Cover Letter Buy Online Tutorial

Jessica J Manson



Cover Letter Buy Online Tutorial:

A Crash Course In Cover Letters: Adapting An Old School Tool For Your Digital Job Search J. Maureen Henderson, 2012-06-11 Today job seekers need to build active networking based methods into their job searches They have to have a game plan and it s got to be crafty bold and strategic Hiding behind a computer and machine gunning resumes into blind mailboxes over and over again is the recipe for a super long frustrating job search Cover letters we hear are redundant a waste of time for the applicant and the hiring manager no longer useful in the age of online applications and no one knows how to write them anyway This is just plain wrong Done right cover letters provide an additional means by which you make your case for hiring to the employer Far from being job search relics they continue to provide value both to you and to the hiring manager in the application process And yes they are still considered essential documents by a majority of employers As reported by the Washington Post 53% of employers surveyed give the edge to applicants who include cover letters over those who do not and 91% claim that a well written cover letter improved the odds of a less qualified candidate reaching the interview stage A cover letter can truly make or break your application In this book you ll find out Whether to leave that graduate degree off your resume and what you can fake What you never should when describing your skill set How to find a job with social media savvy How to make sure social media isn t working against you How to stand out in the slush pile

Writer's Guide to Book Proposals Anne Hart, 2004-04-19 Here is your new author s guide to writing winning book proposals and query letters Learn how to find free media publicity by selling solutions to universal problems The samples and templates of proposals query letters cover letters and press kits will help you launch your proposed book idea in the media long before you find a publisher Use excerpts from your own book proposal s sample chapters as features fillers and columns for publications Share experiences in carefully researched and crafted book proposals and query or cover letters Use these templates and samples to get a handle on universal situations we all go through find alternatives use the results take charge of challenges and solve problems all in your organized and focused book proposals outlines treatments springboards and query or cover letters *The Engineer's Career Guide* John A. Hoschette, 2010-04-26 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead The Graphic Designer's Guide to Portfolio Design Debbie Rose Myers, 2011-11-03 This book is developed to provide students with everything they need to know to make the transition from design student to design professional It provides step by step instruction for creating professional portfolios both traditional and digital Interviewing tips sample resumes and cover letters and action verb lists help students prepare for their job search

The second edition includes new sample portfolios robust case studies and updated information on digital portfolio trends and techniques

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The Business Student's Guide to Study and Employability Peter Morgan, 2016-11-10 Written in response to the pressures on universities to produce highly skilled and work ready graduates and intended to map across a three year business course this book contains the study and employability skills students need to succeed as a business student and graduate from essential study presentation and leadership skills to practical advice on getting that all important job after university Hands on learning aids offer exercises for group work and self study Readers can expect the book to Help them adapt to a new culture and environment by setting out what is expected and what they can expect at university Help them bridge the gap between school and university by developing essential study skills such as critical thinking and time management Help them develop transferable skills that are sought after by employers including presentation skills leadership skills and commercial awareness Give them practical advice on getting that all important job after university with chapters on CV writing job hunting interviewing and networking among others The book is full of examples drawing on the author's own personal experience with the final chapter offering words of advice from current graduates and employees working in lots of different sectors all over the world including US Europe China and the UK The book is complemented by a companion website featuring a range of tools and resources for lecturers and students including an instructor manual and PowerPoint slides answers and guidance on skills assessment tasks templates and examples to download as well as additional chapter content on topics such as plagiarism and essay writing Suitable for all students taking a business degree

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Journal of Developmental Education, 2017

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