

# Candice Suarez

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Megan Hendrix  
Moffatt & Nichol  
123 Your Street,  
Houston, TX 12345  
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example@youremail.com

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 Today Tutorial

**Peter Norton**

## **Cover Letter Today Tutorial:**

**A Recruiter's Guide to Job Hunting** Eric Knott,2012-03 Written by a seasoned recruiting leader this guide goes beyond job hunting basics to provide candidates with specific effective strategies to get noticed With a straight forward approach Eric Knott reveals the tactics clever job seekers use to stand out from the crowd and gain access to recruiters and hiring managers Learn how to truly integrate social media into your search Discover how students even returning students are able to gain unique access to recruiters and hiring managers allowing them to get to the front of the job hunting line Manage unemployment or changing careers so they don t hinder your job hunt Leverage job fairs and networking opportunities to gain access to decision makers Effectively use community and professional associations to advance your search Prepare for the most current approaches to interviewing learning how to effectively navigate phone screens face to face interviews and the job offer Get the details on free online resources that provide good information for candidates and those that provide the best Gain perspective in how to vet schools as well as degree and certification programs And the list goes on With the number of candidates vying for each position this valuable resource empowers you to get ahead of the masses and get results in your search

**The Essential Guide to the Internet for Health Professionals** Sydney Chellen,2013-07-23 First

published in 2003 Routledge is an imprint of Taylor Francis an informa company **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 **Peter Norton's Introduction to Computers Office 97 Tutorial with 3. 5 IBM Disk** Peter Norton,1998-01-05 Peter Norton s new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

**Peter Norton's Introduction to Computers Windows NT 4. 0 Tutorial with 3. 5 IBM Disk**

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assignments blended learning and other related issues in relation to teaching science at a university level      **Christian Writers' Market Guide 2006** Sally E. Stuart,2006 For more than twenty years the Christian Writers Market Guide has offered indispensable help to Christian writers The 2006 edition includes up to date listings of over twelve hundred markets for books articles stories poetry greeting cards and more including information on forty new book publishers eighty three new periodicals and thirty four new literary agents      **Christian Writers' Market Guide 2007** Sally Stuart,2007-01-16 Now updated for 2009 comes one of the most comprehensive marketing resources for Christian writers with information on agents editors publisher guidelines specialty markets and more      WordPerfect 5.0 Dennis P. Curtin,1990      **UNIX System V Release 3.2' User's Guide** ,1989      *Microsoft Office Professional - New Perspectives* June J. Parsons,Beverly B. Zimmerman,S. Scott Zimmerman,Cheryl L. Willis,Joseph J. Adamski,Dan Oja,1995-04 Part of the New Perspectives Applications Series this text combines five individual applications It offers case study scenarios detailed coverage and extensive pedagogy for a realistic approach to learning Windows 3 1 Microsoft Word 6 0 6 1 Microsoft Excel 5 0 Microsoft Access 2 0 and Microsoft PowerPoint 4 0      **Kinko's Guide to the Winning Resume** Mark Henricks,2000      Job Hunters Sourcebook 6 Gale Group,2004-07 Job Hunter s Sourcebook pulls together all the research and resources needed for a successful job hunt into one central place Included in this edition are 13 867 entries entries may appear in multiple sections Part One profiles 216 high interest professional and vocational occupations from accountant and aircraft mechanic to sports official and stockbroker A Master List of Profiled Professions lists alternate popular synonymous and related job titles and links them to the jobs profiled providing quick access to information sources on specific occupations by all their variant names Entries contain complete contact information and are arranged by type of resource Part Two serves as a clearinghouse in organizing the wide ranging information available to today s job seeker It features such topics as resume resources alternative ways to work and opportunities for a diverse work force Sources of Essential Job Hunting Information addresses 32 employment topics such as resume writing interviewing skills employment issues for disabled workers working from home and electronic job search information Each category features a multitude of sources including reference works online and database services software programs and more Entries contain complete contact information Also included is The Index to Information Sources which alphabetically lists all of the publications organizations electronic resources and other sources of job hunting information      **The Quick Internet Guide to Career and Education Information** Anne Wolfinger,2001 Explains how to find information about jobs and schools on the Internet and profiles more than 360 Web sites on volunteer freelance and temporary work job openings employers self employment telecommuting military careers career exploration colleges financial aid and lifelong and distance learning as well as career clearinghouses and labor market resources      **All the Best Websites for Graduates** Checker Bee Publishing,2001-05-29      Christian Writers' Market Guide 2004 Sally Stuart,2004-01-20 The Ultimate Resource for Successful Christian Writers Do you want to get your work

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