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Portsmouth, August 1, 2019

Susan White
Head of Customer Experience
Charter CARE Health Partners
7 Waterman Ave
North Providence, RI 02901

Dear Susan,

As someone who recognizes Charter CARE Health Partners as the premier Health and Human Service Agency in the East Bay, I was thrilled to see an opening for a Medical Receptionist position with your company. With my 6+ years of experience as a receptionist, I am confident in my ability to provide accurate and timely communication to patients and visitors in a courteous and respectful manner for Charter CARE Health Partners.

In the job listing, you state that you're looking for a skilled receptionist to be responsible for warmly greeting clients upon arrival, creating an inviting reception area, and entering data into your record system. In my current position with Lifespan, I ran the front desk of a 10 person primary care office and acted as a liaison between physician and patient walk-ins requiring immediate appointments. I also created an automated system to update how we schedule appointments and transportation for patients. My automation process cut down on missed visits and overbooking by 40%. I'm sure this experience will result in similar results for Charter CARE Health Partners.

I am impressed with the quality of the care you provide your patients and the atmosphere you create in your offices. Being part of your team and continuing to help with this mission would be a dream opportunity for my career development.

Can we schedule a meeting or a call to discuss solutions for optimizing reception processes at Charter CARE Health Partners while retaining your client satisfaction metrics?

Thank you,

Jason V. Cross

401-924-6107

jason.cross@gmail.com

Pc Build Cover Letter Tips

Anne Hart

Pc Build Cover Letter Tips:

Cover Letters, Follow-Ups, Queries and Book Proposals Anne Hart,2004 Once your cover letter is positioned first to be noticed then how do you position the letters to be noticed for the longest time in a number of situations What kind of thank you letters work best How do you ask for help in finding a job from a letter to a stranger acquaintance or business networking contact How do you write a cover letter that will never be misinterpreted as a sales pitch or autobiography How do you plan write and format an outstanding book proposal that lets the reader see the bottom line profit for the publisher Positioning your goal or project first means going where no one has gone before It's where the competition is missing Go where no one else has gone before when you plan write and format great cover letters follow up letters and book proposals Cover and follow up letters or proposals could be applied to book proposals book proposal cover letters written marriage proposals pre nuptials and courting Cover letters could apply to love letters letters to friends and relatives business contacts at trade shows or literary agents How do you use cover and follow up letters to position first your resumes proposals relationship communications marketing or sales connections and connections After cover letters how to you plan write and position first your follow up letters What types of letters bring people together Act as a catalyst Get you an interview Position you first for inclusion in a job business or relationship What type of letters position first attract and sell what you can do without looking like sales letters What types of cover and follow up letters are best sent with a resume **Writer's Guide to Book Proposals** Anne Hart,2004-04 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

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showing readers how to present technical skills in reader friendly language that employers demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive PC World ,1998-07 Building Essays David Dorn,1999 This innovative reader centered rhetoric uses an inductive approach and a building metaphor to stress activity over concepts by continuously tying abstract conceptual learning to practical application Offers a lively informal writing style and an easy to understand building metaphor throughout Features Application exercises with practical use and relevance to the concept under discussion Includes internet information tied to but not into the composition process An invaluable workbook reference book for any professional seeking to polish his her writing style **Graduating Engineer & Computer Careers** ,2002 Computerworld ,1996-03-25 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network Designing the Perfect Resume Pat Criscito,2005-11-01 Job seekers will find step by step instructions for creating an effective r sum that presents their background and qualifications in the very best light They will learn the difference between functional and reverse chronological r sum s and get advice on which style is best for their needs They ll also find tips on making the most effective use of type fonts graphic devices and attractive layout when preparing a r sum as well as advice on creating electronic r sum s Many different job categories are reflected in this book s 220 sample r sum s which can be adapted and personalized for use by job seekers New in this are more than 100 new r sum designs created by members of the National R sum Writers Association NRWA **CD-ROMs in Print** ,2003 **The software catalog microcomputers** Menu (Firm) (Fort Collins, Colo.),1989 American Book Publishing Record ,2004 **Corel WordPerfect 8 Complete Concepts and Techniques** Gary B. Shelly,Steven G. Forsythe,1997 Part of the highly successful Shelly Cashman Series this text offers a screen by screen step by step approach to learning WordPerfect Covers beginning and advanced skills **Job Searching Online For Dummies?** Pam Dixon,1998-05-27 Every job hunter knows the Internet is loaded with career opportunities Job Searching For Dummies lights the path to the perfect job The CD ROM contains the software necessary for connecting to a selected online service templates for building an online resume a Web browser and an HTML file link to all of the sites listed in the directory **The New Perfect Resume** Tom Jackson,Ellen Perry Jackson,1996 When published thirteen years ago The Perfect Resume was the best resume book on the market It transformed the old resume list of facts into a new model an opportunity for self expression and self promotion But today s perfect resume is not the same perfect resume of ten or even five years ago The New Perfect Resume provides the most effective strategies for dealing with the current shift away from good steady jobs to an era of temporary freelance and consulting positions In order to compete in today s business world where employers are more interested in a candidate s skills rather than experience and where no employment is guaranteed for life resumes must be highly customized and targeted to an employer with current or short

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Illinois Information Service,1982 [The Writer's Market](#) ,1993 *Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service* Anne Hart,2005-10-07

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