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Dallas, 2021-04-19

Kimberly Barnes
HR Manager
Yahili
3282 Stoney Lane
Dallas, TX 75240

Dear Ms. Barnes,

I would like to express my sincere interest in the office coordinator position you have available. As an accomplished and enthusiastic professional with 3+ years of experience maintaining a workspace that promotes productivity, inclusivity, and creativity, I strongly believe that my skills and experience will allow me to contribute toward the success of your company.

My background includes providing excellent professional administrative and clerical service to colleagues and supervisors, and top-notch customer service to external and internal customers.

Some of my key responsibilities and accomplishments as office coordinator include:

Processed bi-weekly payroll for 80 employees, including labor reports and vacation and sick time requests.

Interviewed, hired, and trained 25 new employees.

Answered and maintained 6 phone lines and responded to emails with excellent customer service while ensuring clear and prompt communication among all constituents.

Maintained a 97% customer satisfaction rate.

Received the 2019 Office Coordinator Award of Excellence.

I am confident that my proven success in creating a welcoming office environment and handling all administrative tasks with accuracy and a commitment to quality will contribute immensely to your company's success.

Could we schedule an appointment to discuss how I can help your company reach its productivity, cost management, and efficiency goals?

Kind regards,
Roxanna Moore

Cover Letter Tiktok Prices

Andrew Lewis

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Introduction to Public Relations Janis Teruggi Page, Lawrence J. Parnell, 2024-12-05 Introduction to Public Relations Strategic Digital and Socially Responsible Communication presents a comprehensive introduction to the field of public relations examining its current practices and future directions. In response to the dynamic shifts in technology, business and culture, authors Janis T. Page and Lawrence J. Parnell illustrate how today's PR professionals craft persuasive messages using modern technologies while working in line with the industry's foundations. The text skillfully balances this approach by delving into communication theory, history, processes, and practices, demonstrating how these elements can be integrated into strategic public relations planning. Page and Parnell guide students toward becoming socially responsible communicators where fostering trust and respect with diverse communities is valued over creating the next viral campaign. The Third Edition responds to the rising focus on social responsibility, sustainability, CEO and investor activism, and consumer demand for ethical brands and addresses these changes with updated content including new features, recent examples, case studies, and chapter opening scenarios.

A President's Daily Brief: Years 1-4 Micah Fisher-Kirshner, What was daily life under the Trump presidency really like? An accessible ebook with short thematic entries showing the corruption of the entire Trump presidency. A President's Daily Brief: Year 1-4: The Day by Day Lurch of Trump's Norm-Breaking Presidency is the full volume of Micah Fisher Kirshner's series representing the four years of Trump's time in power and the subversion that occurred. More than a compiled list of significant events that portray Trump as the most corrupt American president, this digestible and scannable read of in-the-moment posts pulled from news outlets and credible sources provides an intimate look at how the administration went about breaking the presidential norms on a daily basis. Readers also will have access to citations to fact check claims. This quick read on a Trump presidency that started off with outrage and graduated to righteous indignation is a must have for those who enjoy history, politics, and government or simply want to read about the most notorious presidency in history.

Tech Titans of China Rebecca Fannin, 2019-09-26 Featuring detailed profiles of the Chinese tech companies making waves in the tech sectors that matter most in China's grab for super power status and predictions for China's tech dominance in just 10 years. The rise of China's tech companies and intense competition from the sector is just beginning. This will present an ongoing management and strategy challenge for companies for many years to come. Tech Titans of China is the go-to guide for companies and those interested in competition from China seeking to understand China's grand tech ambitions, who the players are, and what their strategy is. Fannin, a leading expert on the Chinese tech sector, is an internationally recognized journalist, author, and speaker. Through her company, Silicon Dragon, Fannin hosts 12 live events annually for business leaders, venture capitalists, startup founders, and others impacted by or interested in the Chinese tech industry.

The New York Times Saturday Review of Books and Art, 1968 **Cover Letters In A Week** Pat Scudamore, Hilton Catt, 2013-03-29 Sunday Understand the importance of first impressions and the common mistakes people

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Step-by-step Cover Letters

,2006 **Get It Done: Write a Cover Letter** Jeremy Schifeling,2018-09-25 Want to write the perfect cover letter But don t have time to read through a 300 page book first Then Get It Done is for you Here s why it s been a Kindle best seller for six years in a row 1 It s fast The whole book takes about 30 minutes to read 2 It s to the point It breaks the cover letter down to 12 parts and gives you a precise template to complete for every single step 3 It works I developed this system while serving as a Recruiter for Teach For America I ve since taught it to MBAs as a Career Coach at the University of Michigan leading to job offers from Apple GE Microsoft Amazon LinkedIn and Google And the system has even been featured in U S News I was just another piece of paper in the deck Jeremy s beneficial insight to the cover letter was against my traditional understanding His direct nature and step by step guidance proved to be beneficial in my search I was able to go through the book and develop a brand new cover letter from scratch in less than an hour Given the price of the book and the time it takes to go through there is absolutely no excuse why you shouldn t buy it right now and start fresh in conveying your background to your next employer LJ If you like me hate writing cover letters then this book is for you Before reading this book I was not even using cover letters because I thought they didn t matter and I didn t know what to say I just sent as many resumes as possible to as many job postings as possible This book changed my life It convinced me no doubt one of the most shameless no cover letter resume spammers out there to stop and write a cover letter Plus Schifeling lays out a series of clear quick steps that make it easy and anxiety free Jane E Nevins What you ll get A sample cover letter using the exact same approach that the author and hundreds of others have used to land jobs from Amazon to Zynga A cover letter template that s broken down into step by step chunks making it easy to apply to your own application The definitive cover letter format that recruiters and hiring managers prefer based on actual recruiting and hiring experience

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