

Candice Suarez

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Megan Hendrix
Moffatt & Nichol
123 Your Street,
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 Week Tutorial

John Anselmi, Kalpana Srinivasan



Cover Letter This Week Tutorial:

Job Winning Cover Letters: Day-by-Day Lesson Plan Lesson Plans Stella Tartsinis,2025-05-13 Teaching high school students how to write job winning cover letters can be both practical and empowering Here s a step by step teaching guide with suggested activities examples and tips for effective instruction Grade Level High School Grades 10 12 Duration 1 2 Weeks 5 7 Class Periods Lesson Structure 3 5 Days Students will learn how to write a compelling cover letter tailored to a specific job or internship opportunity The end product will be a professionally formatted customized cover letter tailored to a real or hypothetical job Learning Objectives 1 Understand the purpose of a cover letter 2 Identify the key parts of a professional cover letter 3 Tailor a cover letter to match a specific job posting 4 Demonstrate persuasive writing using relevant skills and experiences 5 Format a cover letter correctly using business letter standards **Building Genre Knowledge** Christine Tardy,2009-07-15 Adopting an interdisciplinary perspective BUILDING GENRE KNOWLEDGE provides a unique look into the processes of building genre knowledge while offering a dynamic theory of those processes that is inclusive of both monolingual and multilingual writers a necessary move in today s linguistically diverse classrooms It will therefore be of great interest to researchers and practitioners in both first and second language writing studies **Business week's guide to personal business** Joseph L. Wiltsee,1970 **Cover Letters In A Week** Pat Scudamore,Hilton Catt,2013-03-29 Sunday Understand the importance of first impressions and the common mistakes people make Monday Ensure your application is taken seriously with a cover letter that is concise complements your CV and is targeted to the job you have applied for Tuesday Discover how to style and structure your cover letter with advice on forms of address etiquette fonts margins and the importance of white space Wednesday Design your cover letter to engage your audience and overcome the competition for advertised jobs Thursday Design a speculative cover letter to approach the invisible job market Friday Learn how to address cover letters to agencies and recruitment consultants Saturday Learn from your applications whether successful or not and develop your writing style for the future **Business Week Guide to the Best Business Schools** Cynthia Green,Jennifer Reingold,1999 The preeminent guide to business schools is bigger and better than ever delivering the latest ratings compiled by more than 14 000 recent graduates and corporate recruiters **1982 Census of Agriculture: Subject series** ,1987 **Microsoft Word 2000 Complete Tutorial** Connie Morrison,William Robert Pasewark,2000 With a completion time of 75 hours this book is certified as Expert level for Microsoft Word Aimed at the beginner this comprehensive book covers beginning through advanced features of the software Lessons contain objectives step by step instructions screen illustrations tips notes Internet coverage chapter summaries end of chapter exercises projects and SCANS correlations Extra challenging activities are provided along with group activities to emphasize teamwork Unit reviews contain a Command Summary Review Questions Applications and On the Job Simulations **1982 Census of Agriculture** ,1984 **Business Week's Guide to the Best Business Schools** John A. Byrne,1991 Must reading for anyone

interested in acquiring an MBA this survey of recent graduates and corporate recruiters ranks and discusses the graduate business schools All the key areas are covered including how to get better scores on the GMATs which school will help get the best job at the highest salary and more Harper's Weekly John Bonner, George William Curtis, Henry Mills Alden, Samuel Stillman Conant, Montgomery Schuyler, John Foord, Richard Harding Davis, Carl Schurz, Henry Loomis Nelson, John Kendrick Bangs, George Brinton McClellan Harvey, Norman Hapgood, 1875 *Guide to Law Schools*, 2000 Offering complete up to date profiles of ABA approved law schools across America plus profiles of non ABA approved schools this book also provides the latest information on admissions requirements degree requirements tuition and fees available financial aid sources career placement services and more Includes a sample LSAT with answers and explanations

Professional Writing Online James E. Porter, Johndan Johnson-Eilola, 2001 Professional Writing Online is not a book but an instructional website It is the first course material intended for applied writing courses that makes full use of the dynamic capabilities of the World Wide Web The flexibility afforded by the Web provides important advantages as a teaching tool over conventional textbooks A short handbook functions as a guide to using the site but the website itself is completely autonomous intended to be used on its own as an instructional resource for professional writing PWO offers four primary points of entry which correspond to the four major sections of the site Projects Documents Principles and Resources The Projects provide activities and exercises for inside and outside of the classroom The Documents section provides a wealth of real world examples of a variety of document types The Principles section offers explanations of the topics that are integral to an applied writing course The Resources section provides teachers and students additional materials that will be useful in the teaching and practicing of writing on the job These sections of course are interlinked so students can move back and forth among the sections to find what they need in focusing on a particular topic Overall Professional Writing Online provides far more material than a conventional textbook and provides additional links to an abundance of related material on the World Wide Web **The SAGE Guide to Writing in Criminal Justice** Steven Hougland, Jennifer M. Allen, 2019-02-26 The SAGE

Guide to Writing in Criminal Justice provides students studying crime with a how to manual for effective writing in institutions of higher learning professional settings public and private agencies and beyond It is an easy accessible resource for anyone hoping to learn the nuts and bolts of writing for criminal justice audiences Christina Mancini Virginia Commonwealth University Wilder School of Government and Public Affairs The SAGE Guide to Writing in Criminal Justice equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Steven Hougland and Jennifer M Allen interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident report writer and student in criminal justice Students are also exposed to a number of best practices for academic and professional writing such as research papers resumes and cover letters and report writing The perfect companion for any introductory criminal justice course this brief

text focuses on key topics that will benefit students in their classes and in the field **Smithsonian Opportunities for Research and Study in History, Art, Science** ,2005 **Weekly News Letter** United States. Department of Agriculture,1914 **The SAGE Guide to Writing in Corrections** Steven Hougland,Jennifer M. Allen,2019-12-02 As part of the SAGE Guide to Writing series The SAGE Guide to Writing in Corrections 1e by Steven Hougland and Jennifer Allen focuses on teaching students how to write in the academic setting while introducing them to a number of other professional writings specific to the correctional profession such as the pre sentence investigation report contact sheets court status reports incident reports rehabilitation and therapy Covering correctional institutions as well as community corrections the goal is to interweave professional and technical writing academic writing and information literacy with the result being a stronger more confident report writer and student in corrections This text will be a concise supplemental writing book in courses focused on writing in the criminal justice discipline report writing or in introductory corrections courses It is part of a series of books on this topic that will span criminal justice policing corrections and research methods **Yale Daily News Guide to Internships 2000** John Anselmi,Kalpana Srinivasan,1999 Describes the experiences of past interns giving student to student advice and tips on how to make the most of internships Contains a special internet section outlining the ins and out of finding internships on the Web Includes a comprehensive list of thousands of internships in the fields of business entertainment finance public policy technology and more **Christian Writer's Market Guide 1997** Sally E. Stuart,1997-02 **Program Guide for Job Search Education** Martin Kimeldorf,1985 *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

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