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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

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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 [Becoming a Video Game Artist](#) John Pearl, 2016-08-01 The game industry continues to grow and evolve as the years pass Despite this growth the competition in obtaining a career in video games remains as arduous as ever *Becoming a Video Game Artist* helps guide readers from their first steps of making a portfolio to acing the job interview and beyond John Pearl explores the different art related jobs and their responsibilities Questions are posed to industry professionals throughout each chapter to help with the reader s growth and understanding *Becoming a Video Game Artist* is the ultimate roadmap in navigating a career in video games by teaching how to make your portfolio shine what expect once hired and how to make the best decisions to help flourish your talents and cultivate an exciting career [The Parent's Crash Course in Career Planning](#) Sharon Lynn Jones, Marcia B. Harris, 2007 From freshman orientation through senior year this book addresses career planning what parents and students should do Learn about current career trends job options choosing

a major and career and conducting a job search to land a satisfying and rewarding job **Vault Guide to Resumes, Cover Letters & Interviews** Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source **JOB SEEKER'S GUIDE TO ZERO EXPERIENCE** SHIKHAR SINGH (THE ZENITH), Are you a recent graduate or someone looking to switch careers but feel discouraged by the experience required hurdle Jumpstart Your Career A Job Seeker s Guide to Zero Experience is your essential roadmap to conquering this challenge and achieving your professional dreams In today s competitive job market landing your first job or transitioning into a new field can seem like an insurmountable task This book is your guide to break down those barriers and unlock the door to opportunities Drawing on the expertise of seasoned career advisors and human resources professionals this comprehensive guide empowers you to make a successful entry into the workforce regardless of your prior experience Jumpstart Your Career is a practical easy to follow guide that equips you with the tools strategies and confidence you need to break through the experience barrier and embark on a fulfilling career journey If you re ready to turn your zero experience into a compelling advantage this book is your ultimate companion Start your journey today and unlock a world of possibilities in the professional realm [Handbook for Social Work Writing](#) Susan E. Mason, Wendy Zeitlin, 2024-03-28 This concise accessible and engaging handbook offers a companion for social work students to acquire professional and competency based writing skills Written by experienced educators the book builds writing proficiency by introducing a social work based guide to academic writing and professional communication Each chapter addresses a specific area of social work writing and development progressing from coursework and beginning fieldwork to practice based assessments and reports The authors integrate a series of scaffolded activities throughout for readers to cultivate awareness and further technique and with sections explaining contemporary communication methods and common writing challenges readers will be prepared to use technology both to strengthen their writing and to ease the overall process Excellent for use in courses across the social work curriculum and as a personal guide the Handbook for Social Work Writing provides students with on the spot guidance for any type of academic or professional writing assignment *A Practical Guide to Stage Lighting* Steven Louis Shelley, 2013-05-02 The long awaited new edition of this celebrated bestseller **United Nations Internships: The Complete Guide** , This comprehensive eBook helps you perform successfully in the UN Internships selection process It will introduce you to the complex UN System and its approach towards international development it will teach you how to prepare each of the documents required in detail and it will also get you ready for the interview stage Young people around the world look for internships at the start of their professional lives Making a good choice at this time is important for personal development and the future of their careers Selecting an internship at a suitable organization will also influence the possibility of being placed in the labor market and should not be underestimated Our UN Internships eBook will help you with that Without a doubt the United Nations is a

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Women face unique challenges as they move into senior leadership roles at colleges and universities This guide provides them with the frank supportive advice they need to advance their careers and lead with excellence For years Marjorie Hass now the president of Rhodes College was approached by women in higher education looking for advice and support as they took on leadership roles and navigated challenging career paths Eventually she began offering online seminars so she could meet in small groups to answer questions and encourage women to develop mutually supportive relationships In A Leadership Guide for Women in Higher Education Hass draws on her sixteen years of senior leadership experience her work with national higher education organizations and her mentorship work with dozens of women to address fundamental issues women face when they lead in higher education Aiming to level the playing field by giving women the insightful supportive advice they need to advance in their careers and to lead with excellence Hass combines practical information with career coaching In this frank guide to launching building and advancing your academic career Hass addresses a wide range of topics including deciding whether academic leadership is for you developing a personal leadership style becoming comfortable with power ambition and personal voice navigating patriarchal assumptions finding joy in leadership work gaining experience with budget management revenue generation personnel management and fund raising no matter your current job title effectively managing conflict aligning personal and career values and goals winning your next job and much more Women at any stage of their academic leadership career will find this guide insightful useful and empowering as will anyone interested in supporting women leaders and diversifying leadership in higher education **The Business Student's Guide to Study and Employability** Peter Morgan,2020-11-18 Fully up to date and with a range of online tools and

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and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout **The Graphic Designer's Guide to Portfolio Design** Debbie Rose Myers,2013-10-21

Landing a job in graphic design or multimedia starts with the creation of a portfolio that showcases a student s best work With sample portfolios interviews with leaders in graphic design and advertising industries and step by step instruction for creating professional print and digital portfolios this book helps students successfully transition from design student to design professional Now fully updated it is the only guide to creating job winning print based and digital portfolios specifically for graphic designers

The Executor's Guide Mary Randolph,2021-03-30 The step by step guide to serving as an executor If you need to wrap up the affairs of a loved one who has died you may feel overwhelmed especially when you re grieving But you can do it and this book will show you how A roadmap to follow The Executor s Guide will lead you through an unfamiliar land of legal procedures and terminology You ll learn what to do right away and what can wait Find help on preparing for the job of executor or trustee claiming life insurance Social Security and other benefits making sense of a will and what to do if there is no will determining whether probate is necessary filing taxes navigating probate court proceedings dealing with family members handling simple trusts and working with lawyers appraisers accountants and other experts The 9th edition contains updated tables outlining key points of each state s laws Applies in all states except Louisiana With Downloadable Worksheets download and customize worksheets detailing information executors need to get organized including an inventory of assets and debts details inside *Gamification in Higher Education* Sierra Adare-Tasiwoopa

ápi,Nathan Silva,2023-10-30 Gamification in Higher Education is a user friendly text for anyone curious about gamification and how it increases student engagement This book presents actual examples from gamified college courses furnishing strategies and detailed plans for integrating gamification regardless of the subject area discipline or modality Moreover the step by step how to aspects of gamification that do not require expensive proprietary gaming software set this book apart from others in the field Gamification in Higher Education explores ways to incorporate real world simulations and promote critical thinking skill while focusing on storytelling through which to draw in students and help them get into the game both literally and figuratively Additionally the book examines gamification research and how it can be used to support reluctant learners who normally struggle with complex course content The authors share their experiences with what has worked and more importantly what has not worked in adding gamification to their courses This key resource offers educators a practical guide that will take instructors step by step through the design development and implementation of game elements games and fully gamified courses without using costly specialized software Its conversational tone endeavors to put educators whether novice mid career or veteran at ease with the process of gamification An Editor's Guide to Writing and

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