

Jim Mulligan

Office Assistant

New York, 08/19/2023

Jedlyn Moore

Hiring Manager

[Company Name]

1890 Olive Lane

New York, NY 10008

Dear Ms. Moore,

I am thrilled to express my interest in the position of Office Assistant at [Company Name]. With more than five years of experience, a proven track record of administrative excellence, and a sincere passion for contributing to efficient office operations, I'm confident that my abilities and commitment will help your business succeed.

Throughout my time at [Company Name], I consistently provided top-notch administrative support in a fast-paced office environment. I was able to deftly handle a diverse array of administrative responsibilities, such as arranging meetings, keeping records, responding to business correspondence, and providing outstanding service to the management team. My proficiency in office software, including the Microsoft Office Suite, as well as my exceptional communication skills, allowed me to significantly improve efficiency and boost overall team productivity by 15%.

Your company has always impressed me with its unparalleled reputation and unwavering dedication to maintaining the highest possible professional standards. Therefore, I believe my passion for excellence and the continuous perfection of my skills align seamlessly with your company's values. I am excited about the potential opportunity to contribute to your organization and make a positive impact on your professional performance.

Thank you for taking the time to consider my job application. Please do not hesitate to get in touch with me at any time if you have any questions or require any further information regarding my professional background. It would be a pleasure to have the chance to talk more about the ways in which my experience can help your company improve its performance.

New York, NY

012-987-6540

jim.mulligan@example.com

Cover Letter This Month Setup

Robert Lee Brewer



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Resumes and Cover Letters that Have Worked Anne McKinney,1996 Model cover letters and resumes cover such fields as aviation communication finance and sales *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 **Job Coach-Life Coach-Executive**

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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

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Graduate CVs and Covering Letters Jenny Keaveney,Bruce Woodcock,2017-09-16 Based on feedback from recruiters and written by two experts in the field this handy guide is packed with tips on how to craft high quality CVs and covering letters It features practical guidance on content and appearance and helps readers to communicate their skills and capabilities effectively to prospective employers It also includes annotated examples of creative academic video and international CVs alongside advice from recruiters and insights from students and graduates Exercises and quizzes are embedded into the text providing students with additional opportunities to hone their skills This is an invaluable resource for students applying for placements internships graduate jobs and postgraduate study and recent graduates It will also be useful to careers advisors and staff involved in running employability skills and career planning modules

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colleagues catches on to her tricks seemingly hell bent on putting a stop to her illegal activities And then there s that black unmarked car following her around everywhere she goes Will Daria be defeated by the forces acting against her Or will she use her skills in deception to rise above

Financial Valuation Workbook James R. Hitchner,2024-12-05 A complete toolkit for financial valuers to help keep their engagements on track and on time In the newly revised fifth edition of *Financial Valuation Workbook Step by Step Exercises and Tests to Help You Master Financial Valuation* veteran valuation expert James R Hitchner delivers a comprehensive collection of checklists reports information request templates and other tools designed to assist valuation practitioners in the organization of their engagements In the book you ll find intuitively organized materials that cut the learning curve for newly minted valuation professionals in half The tools contained within follow the standard valuation engagement format and track the intricacies of the typical valuation assignment Over 300 exercises organized by major subject are included to assist with the learning process You ll also find Updated sections on S corps discounts for lack of marketability and cost of capital resources and applications Report writing aids discussions of individual vs corporate tax rates and guides for engaging in depositions and trials as an expert witness Materials designed to assist with the difference between capitalized cash flow and discounted cash flow methods Perfect for business valuation analysts and expert witnesses Certified Public Accountants and appraisers the *Financial Valuation Workbook* will also be an indispensable resource for attorneys working with financial valuation experts as they aim to keep their engagements on track on time and on budget

Occupational Outlook Quarterly ,1977

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InfoWorld, 1997-09-22 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Career Advisory Specialist (AFSC 73234) Billy M. Shields, 1985

The Perfect Cover Letter Richard H. Beatty, 1997 A well designed cover letter can prove to be a more powerful selling tool than a CV showcasing your thinking abilities writing skills and personality traits in ways that an employer cannot detect from the more rigid CV

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