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Portsmouth, August 1, 2019

Susan White

Head of Customer Experience

Charter CARE Health Partners

7 Waterman Ave

North Providence, RI 02911

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 5+ 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

Cover Letter Latest Setup

Oliver Cutshaw

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name bar.

Cover Letter Latest Setup:

Cover Letters For Dummies Joyce Lain Kennedy, 2009-01-06 Cover letters are alive and sell When they re written right that is To stand out in today s sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You ve probably suspected that passive and sleepy cover letters merely hugging resumes won t get you where you want to go Especially in a shaky job market The verdict s in Since the last edition of Cover Letters For Dummies blazing fast change in tools technology and how hiring managers come calling and how we invite them to look us over means big dramatic changes in our job messages In this exceptional handbook of contemporary job messages you ll discover fresh ways of thinking about cover letters that captain an entire team of new style job messages Resumes and Cover Letters that Have Worked Anne McKinney, 1996 Model cover letters and resumes cover such fields as aviation communication finance and sales No-Nonsense Cover Letters Arnold G. Boldt, Wendy Enelow, 2025-09-12 In today s competitive job market if your cover letter doesn t grab the interviewer s attention he or she may never even glance at your resume No Nonsense Cover Letters gives you the powerful practical tools to write attention grabbing cover letters that complement your resume and get you more interviews and job offers In this companion to No Nonsense Resumes authors and professional resume writers Wendy Enelow and Arnie Boldt share their insights from 35 years of combined experience to help you prepare cover letters that will get you noticed No Nonsense Cover Letters begins with a thorough but easy to understand explanation of the key elements that are vital to creating attention grabbing letters including Why writing a cover letter is all about selling yourself How to craft targeted cover letters When to use bullets or paragraphs Creating E Letters for today s E Search environment Subsequent chapters offer tips on creating winning letters for opportunities in virtually every profession Administration Accounting Banking Government Health Care Hospitality Management Human Resources Law Enforcement Manufacturing Sales Marketing Skilled Trades and Technology Science Engineering Each chapter includes sample letters contributed by leading resume writers and career consultants worldwide **Tired 2 Hired** Manik Rege, 2024-01-01 Tired 2 Hired 75 Practical Hacks to Get Your Dream Job is a no frills hands on career guidebook that helps readers navigate the job hunting process from start to end and secure a coveted job Through practical lifehack tips and real life examples the book empowers young job seekers and fresh graduates to enter the job market with confidence and stand out from the competition *Network World* , 1995-07-03 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic

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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 *Résumés and Cover Letters That Exceed Employers' Expectations* Lisa Mathews,2014-09-05 Are you caught in a career rut Do you want to rise to the top in your organization or elsewhere Begin communicating with confidence to employers and tell them what you can do for them With the latest resume and cover letter writing techniques that Lisa Mathews discusses in this eBook you are guaranteed to exceed the expectations of the most demanding employers A Certified Professional Resume Writer CPRW with 15 years professional experience Lisa reveals to you the techniques that she has used to help professionals achieve unbelievable feats in their careers She outlines for you in a step by step way what to write at each stage in your resume development process Above all she helps you do what no other author does for you assess the value that you present to each prospective employer Whether you re starting off in your career a middle level manager seeking career mobility or a top executive eying the company s presidency this amazing book puts the power of your career progression right where it should be in your hands So are you brave enough to obey the call of destiny and apply for the job you were created to do Then you have the guiding light right before you now This is the best book for you *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

Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board,2016-05 [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

Recovery, Reframing, and Renewal Oliver Cutshaw,2011-03-04 This book examines the difficulties confronting

information professionals who due to financial downturns technological change or personal crises are forced to re evaluate their career options It is divided between a case study based on the author s own experiences of career dislocation and eventual career renewal and several sections that offer pragmatic advice on how to recover from job loss conduct a skills assessment and develop a practical job search strategy The author with honesty confronts the serious and sometimes troubling psychological and professional consequences of layoffs and job burnout This book presents an overall positive outlook on personal growth and the opportunities our new information environment holds Provides the tools and resources that will help the reader decide on the best approach to re start their career Presents first hand experience about the anxiety hard work and excitement that go into career renewal Shines a light on the understanding of the various challenges that come with working in multiple library environments

Professional Writing for Social Work Practice Daniel

Weisman, Joseph L. Zornado, 2012-12-10 Many social work students today lack the basic writing skills they will need to practice effectively with clients This user friendly guide to effective writing skills focuses specifically on the types of writing social work practitioners are required to do in everyday practice writing for agency reports client documentation court letters and grant writing applications among other documents It includes abundant real world examples drawn from all arenas of social work practice The text helps students to understand and practice the basics of successful writing through the inclusion of actual forms and records that are customarily used in social work practice It presents examples of strong writing and analyzes common writing errors Each chapter contains examples of good and poor writing and includes forms on which students can practice their new skills The text also covers legal and ethical issues surrounding legal documentation and use of writing to influence policy and transmit research findings Key Features Helps students understand and practice the basics of good writing Focuses specifically on the types of writing they will need to do in social work practice Includes writing samples used in actual social work venues Provides samples of agency reports intake forms client progress notes court documentation and more

Independent Projects Using Microsoft Office(r) and the Web Todd M. Toporski, 2002-02

Contains a variety of projects to supplement classroom computer instruction using various components of Microsoft Office

Many projects can be adapted for use with other kinds of software

QuickBooks 2011: The Missing Manual Bonnie

Biafore, 2010-11-01 Your bookkeeping workflow will be smoother and faster with QuickBooks 2011 but only if you spend more time using the program than figuring out how it works This Missing Manual puts you in control You ll not only find out how and when to use specific features you ll also get basic accounting advice to help you through the learning process Set up QuickBooks Arrange files and preferences to suit your company Manage your business Track inventory control spending run payroll and handle income Follow the money Examine everything from customer invoices to year end tasks Find key info quickly Take advantage of QuickBooks reports Company Snapshot and search tools Streamline your workflow Set up the Home page and Online Banking Center to meet your needs Build and monitor budgets Learn how to keep your company

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The Top Books of the Year Cover Letter Latest Setup The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have captivated audiences this year. Cover Letter Latest Setup : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Cover Letter Latest Setup : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and thrilling novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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