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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

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**United States. Congress. Senate.
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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

commerce 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 *Communication in Everyday Life* Steve Duck,David T. McMahan,2025-05-29 *Communication in Everyday Life* explores fundamental concepts theories and skills enabling students to apply the material to their personal and professional lives With a thematic integration of the relational perspective and a focus on demonstrating its direct relevance to their own everyday communication authors Steve Duck and David T McMahan help students build a strong foundation in communication concepts theory and research while developing practical skills such as listening critical thinking effective use of technology understanding nonverbal communication creating persuasive strategies and managing group conflicts With updated coverage of media and technology new examples and updated references the Fifth Edition offers timely insights into modern communication topics central to everyday life **You're Hired! Compelling Covering Letters** Jude Hanley,Liz Dinse,2024-01-01 This book is a must Packed full of top tips in an easy to digest format Chris Targett RCDP Chair of the Careers Writers Association Harness the power of AI to transform your covering letter stress to application success Are you puzzled by job adverts that request a covering letter with your CV Experts Liz Dinse and Jude Hanley guide you step by step through the process of planning writing and submitting a captivating covering letter A significant factor in the success of your job search a great covering letter will allow you to initiate a conversation with your potential employer and express your enthusiasm for the role Packed with essential examples and expert tips to make your letter stand out inside you'll find Advice on how to use AI writing tools effectively Accessible and actionable advice for job seekers at all levels Example letters for a range of circumstances Advice on how and when to disclose personal information This indispensable guide will help you gain a competitive edge and get you shortlisted for that crucial job interview

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

financially fit Share your financial data Work with your accountant more efficiently *Computerworld* ,1993-09-27 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network The Relay Testing Handbook #2D Chris Werstiuk,2007-06 As modern protective relays become increasingly more powerful and complex many relay testers continue to use test procedures and philosophies that are based on previous generations of relays and their limitations Modern relays have very different characteristics that require a different testing philosophy to ensure that they will operate when required As the second of The Relay Testing Handbook series Relay Testing Fundamentals builds on the electrical theory principles introduced in the first package Electrical Fundamentals for Relay Testing In this in depth discussion of protective relays you will learn about the history of protective relaying including Electromechanical relays Solid state relays Simple microprocessor relays Multifunction microprocessor relays Relay testers of all skill levels can benefit from a solid foundation of relay testing fundamentals the foundational elements included in this book include Reasons for relay testing Essential relay testing equipment The importance of using different test techniques for various relay generations Traditional test procedures for element testing Logic and dynamic testing Combining test techniques for more efficient and effective relay testing Applying test techniques that take advantage of modern test equipment and software This book is included in the hardcover book The Relay Testing Handbook Principles and Practice or it can be ordered by itself as a soft cover book Adobe Acrobat PDF digital download or both Paperback 86 pages Trim Size 8 5x11 Publisher Valence Electrical Training Services LLC Language English ISBN 13 978 1 934348 05 5 LCCN 2012934618 The Status of the U.S. Refining Industry United States. Congress. House. Committee on Energy and Commerce. Subcommittee on Energy and Air Quality,2004

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