

Kelly Blackwell

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October 28, 2016

341 Walt Drive
San Antonio, TX, 78242
(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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Nancy Breen



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Adams Cover Letter Almanac Richard J Wallace, 2006-02-15 A sure cure to job seeker s writer s block The Adams Cover Letter Almanac Second Edition is the most comprehensive guide available for creating an attention getting cover letter This easy to use volume is packed with sample cover letters that can be easily customized to match the needs of any job seeker whether you re new to the job market an experienced professional changing careers or reentering the workforce BEAT THE COMPETITION A good cover letter can be even more important than a resume If a prospective employer isn t impressed by your cover letter you won t get that interview no matter how polished your resume is Yet many job seekers put little time or thought into their cover letters often sending the same tired form letter to hundreds of companies The Adams Cover Letter Almanac Second Edition gives you an edge on the competition by helping you create powerful compelling letters that get you noticed 600 COVER LETTERS Based on professionally written cover letters that have landed real jobs sample letters are included for every occasion Response to an Online Advertisement Response to a Classified Advertisement Response to a Blind Advertisement Cold Letter to a Potential Employer Letter to an Employment Agency Broadcast Letter Cover Letters for Special Occasions Follow Up Letter LETTERS FOR ALL CAREERS AND ALL LEVELS Whether you ve recently graduated or are a seasoned executive you ll find letters for numerous positions including Accounting and Finance Marketing and Sales Communications Management Computers and Engineering Science Education Social and Human Services Health and Medical Technical Legal and Protective Services And more Other Adams Almanacs for Job Hunters Include Adams Resume Almanac Second Edition Adams Job Interview Almanac Second Edition Adams Internet Job Search Almanac Sixth Edition

Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service Anne Hart, 2005-10-07 Here s how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client s competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You ll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you ll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here s how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes

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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 **Billboard** ,2006-09-16 In its 114th year Billboard remains the world s premier weekly music

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over forty avoid or overcome discrimination and turn their age into an advantage in the job market *The Journal of the Acoustical Society of America* ,2009 **Vertical File Index** ,2005 *Poets & Writers* ,2005 *Poet's Market* Nancy Breen,1984 **EMA Bulletin** ,1999

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