

Candice Suarez

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Megan Hendrix
Moffatt & Nichol
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Dear Ms. Hendrix,

During my undergraduate study at the University of Alaska Fairbanks, I was named the top-performing student for my resource management project. My professors mentioned my outstanding strategic thinking and strong organizational skills as justification for this achievement. I am excited to demonstrate my abilities as an office administrator at Moffatt and Nichol.

As an ambitious new graduate, the chance to start my career at a fast-growing company like Moffatt and Nichol is compelling. My strong academic background in business administration and two years of experience as a part-time hotel receptionist have furnished me with the skills and knowledge necessary to excel. My recent achievements include:

- Answering guest queries warmly and professionally, achieving a 100% positive rating in 2023
- Receiving praise five times during my practicum placement assessments for accuracy and efficiency
- Achieving full marks for my business computer applications coursework

I look forward to discussing how my abilities and qualities can help me provide outstanding administrative support to your organization. Please get in touch to schedule an interview.

Sincerely,

Candice Suarez

Cover Letter This Week Tutorial

Daniela Niemeyer



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The Complete Idiot's Guide to Grant Writing Waddy Thompson, 2003 Offers advice to grant writers on how to obtain the funds most suitable to given needs covering such areas as writing a statement of need developing a budget and building partnerships

The SAGE Guide to Writing in Criminal Justice Steven Hougland, Jennifer M. Allen, 2019-02-26 The SAGE Guide to Writing in Criminal Justice provides students studying crime with a how to manual for effective writing in institutions of higher learning professional settings public and private agencies and beyond It is an easy accessible resource for anyone hoping to learn the nuts and bolts of writing for criminal justice audiences Christina Mancini Virginia

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Daily Planning for Today's Classroom Kay M. Price, Karna L. Nelson, 2003 Lesson plans are required of all K 12 teachers DAILY PLANNING FOR TODAY'S CLASSROOM instructs pre service or in service teachers how to write effective plans that in turn promote student learning

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