

# Candice Suarez

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Megan Hendrix  
Moffatt & Nichol  
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Houston, TX 12345  
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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 Month Tutorial

**Michael Landes**

## **Cover Letter This Month Tutorial:**

*Author's Guide to Journals in Library & Information Science* Norman D. Stevens,Nora B. Stevens,2019-12-05 This book first published in 1982 focuses on providing information about the policies and practices surrounding the preparation and submitting of articles to the major journals in library and information science This guide includes all the major American Canadian British and international professional journals that solicit accept and publish articles in the field

**Use and Impact of Computers in Clinical Medicine** James G. Anderson,Stephen J. Jay,2012-12-06 Computer technology has impacted the practice of medicine in dramatic ways Imaging techniques provide noninvasive tools which alter the diagnostic process Sophisticated monitoring equipment presents new levels of detail for both patient management and research In most of these high technology applications the computer is embedded in the device its presence is transparent to the user There is also a growing number of applications in which the health care provider directly interacts with a computer In many cases these applications are limited to administrative functions e g office practice management location of hospital patients appointments and scheduling Nevertheless there also are instances of patient care functions such as results reporting decision support surveillance and reminders This series Computers and Medicine focuses upon the direct use of information systems as it relates to the medical community After twenty five years of experimentation and experience there are many tested applications which can be implemented economically using the current generation of computers Moreover the falling cost of computers suggests that there will be even more extensive use in the near future Yet there is a gap between current practice and the state of the art

[Become Your Own Boss in 12 Months](#) Melinda Emerson,2015-01-02 New advice on social media marketing and crowdsourcing Cover

**The Writer's Guide to Magazine Markets** Helen R. Freedman,Karen Krieger,1983-11

**New Perspectives on Microsoft Office 2003, First Course, Premium Edition** Ann Shaffer,Patrick Carey,Kathy Finnegan,Joseph Adamski,Roy Ageloff,2006-02-10 The case based problem solving approach to learning Office 2003 skills This Premium Edition includes an integrated training solution to transform the way your students learn Office 2003 skills Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

*Guide to the Jerusalem Tutorial Classes* ,1947

**Mail-order and Direct-mail Selling** S. Roland Hall,1928

*Christian Writers' Market Guide 2004* Sally Stuart,2004-01-20 The Ultimate Resource for Successful

Christian Writers Do you want to get your work published or keep your work published but you don t know where to start With current information on over 1 200 markets for the written word the Christian Writers Market Guide is an indispensable resource for Christian writers The nineteenth edition of this guide includes topical listings for magazine and book publishers helpful market analysis lists of literary agents and contact information for special markets editorial services writers conferences and groups photography markets and more The most complete and accurate publishing resource for Christian writers the Christian Writers Market Guide provides what no other resource can An indispensable tool For all you writers on

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