

Jason V. Cross

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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

Iphone Latest Cover Letter Tips

Liyong Dong



Iphone Latest Cover Letter Tips:

Getting an IT Help Desk Job For Dummies Tyler Regas, 2015-04-13 Stand out in one of IT's fastest growing job markets. If you're looking for a job in IT, the help desk is the heart and soul of most IT operations and an excellent starting point for a promising career. With the help of *Getting an IT Help Desk Job For Dummies*, you'll gain the knowledge and know how to cut through the confusion of navigating the Information Technology job market. IT can be intimidating to hopeful yet inexperienced job candidates, but this guide will help you find and land the job of your dreams. Through easy-to-follow explanations, authoritative information, and a bit of humor, *Getting an IT Help Desk Job For Dummies* serves as your thorough and approachable guide to maximizing your competitive edge in this booming market. The IT job market has continued to expand as technology matures and deepens its roots in business operations. This is good news for you. However, it makes it that much harder to get a job in IT as recent grads and other professionals are practically stampeding to get their feet in the door of this rapidly expanding industry. Luckily, *Getting an IT Help Desk Job For Dummies* gives you an advantage by providing expert instruction on how to score an interview and secure a job offer, the skills needed to obtain and maintain an IT position, and authoritative information on how to establish a career path in the IT field. Explore careers in the IT Help Desk field and establish the path you want to follow. Plan for post-education certifications and training to make yourself more marketable. Get expert guidance for creating a winning resume and cover letter. Prepare for your IT Help Desk interview. Loaded with simple, straight-forward advice, *Getting an IT Help Desk Job For Dummies* is your all-in-one guide to starting your IT career on the right foot.

Vault Guide to Top Internships Samer Hamadeh, 2004 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions.

An Actor's Guide—Making It in New York City, Third Edition Glenn Alterman, 2020-02-04 A Step-by-Step Guide for the Actor Pursuing a Career in New York. A great deal has changed in the industry in the last decade. In this new third edition of *An Actor's Guide: Making It in New York City*, Glenn Alterman provides everything actors need to know. You'll discover the ten things that it takes to make it as a successful actor in the city: how to support yourself, where and how to start your life as a New York actor, understanding and marketing your brand, the best acting schools and conservatories, effective ways to contact agents and casting directors, and more. The author, a successful working actor, also shares many insider tips on topics such as how to network effectively, headshots, photographers, and how to have a successful photo session, creating your actor websites, the best Internet resources and casting sites, how to give winning auditions and interviews, finding and developing great monologues, off and off off Broadway opportunities, TV and film opportunities, voice overs, commercial print, modeling, commercials, survival jobs, appropriate behavior in the business, scams and rip-offs to avoid, information for actors with disabilities, information on diversity and LGBTQ concerns, a listing of agents, casting directors, and theaters. Among the book's many interviews are legendary show business figures such as actors Henry

Winkler Alison Fraser Dylan Baker Lisa Emery and Charles Busch as well as casting directors Juliet Taylor Ellen Lewis Jay Binder Donna DeSeta and Liz Lewis among many others With Alterman s essential guide you ll be prepared to launch and maintain your dream career in the city that never sleeps An Actor's Guide—Making It in New York City, Second Edition Glenn Alterman,2011-04-05 For any actor in or on the way to New York City this is the definitive source for advice winning strategies marketing techniques and invaluable insights to being a successful New York actor Aspiring and established professionals will find this thorough and up to the minute volume chock full of resources and advice about auditioning making professional connections promoting one s self seeking opportunities in nontraditional venues finding an apartment securing survival jobs understanding actor unions getting headshots and furthering one s actor training in New York This guide also details working as a film extra careers in print modeling scams and rip offs to avoid opportunities for actors with disabilities and using the Internet to the fullest advantage Included are in depth interviews with legendary show business figures such as actor Henry Winkler casting director Juliet Taylor and theater director Joseph Chaikin as well top talents from the fields of film television stage commercials and talent agencies Written by a professional New York actor with over thirty years of experience this meticulously researched guide will give actors the tools they need to survive and thrive in New York show business Allworth Press an imprint of Skyhorse Publishing publishes a broad range of books on the visual and performing arts with emphasis on the business of art Our titles cover subjects such as graphic design theater branding fine art photography interior design writing acting film how to start careers business and legal forms business practices and more While we don t aspire to publish a New York Times bestseller or a national bestseller we are deeply committed to quality books that help creative professionals succeed and thrive We often publish in areas overlooked by other publishers and welcome the author whose expertise can help our audience of readers **MY JOB Gen Z** Suzanne Skees,Sanam Yusuf,2021-04-16 Nonfiction business career studies sociology of work real life vignettes of young people at work along with how tos for job hunting and career building MY JOB Gen Z provides hope and help to young adults launching careers during a pandemic and recession defines the unique qualities of Generation Z based on field research and our survey profiles ordinary and famous Gen Zers striving toward and succeeding in their dream jobs and offers resources on how to identify your skills apply for internships and jobs negotiate terms and salary work remotely and forge ahead with your dream job in a fast changing world MY JOB Gen Z written by and for Generation Z born in and after 1995 combines research into the unique experiences and qualities of this rising generation with the results of our own global survey We compare what the data say about Gen Z with who YOU say you are including an array of real life profiles of ordinary Gen Zers how they feel about work what they want most from their careers and the challenges they encounter along the way We spotlight famous Gen Zers who ve already had impact on society built companies and made millions and reveal what drives them to succeed Then we guide you through best practices for creating your own resume and professional profile applying for internships and jobs

conducting online and in person interviews discerning your valuable skillset and pursuing your own dream job The real life examples and pragmatic advice offered in MY JOB Gen Z will convince you that you are not alone in an often challenging and isolating world It will leave you inspired by your peers doing amazing things and motivated to pursue your own dream job

Book Review 1 A collection of intimate interviews with people regarding the personal familial cultural and geographic factors in their working lives Inspired by Studs Terkel's *Working* 1974 which profiled ordinary American workers editor Skees' *God Among the Shakers* 1998 takes the concept global Six of her 16 subjects live in the United States including a slack key guitarist in Honolulu an architect in Cincinnati and a recruiter headhunter in Tampa Florida The rest are on other continents including a coffee farmer in Nicaragua a Masai warrior in Tanzania a married couple running an eco friendly factory in India a rickshaw puller in Bangladesh and a private equity manager in Hong Kong Skees organizes the material into five sections Entrepreneurship Industry and Transportation Farming Food and Animals Finance and Technology and Music an environmental activist in American coal country a banana farmer in Uganda a college admissions counselor in Rwanda and a fringe diplomat in Tel Aviv Few books dig so deeply into life as it's actually lived with such unsparing intimacy Prose Skees's own prose is sharp clear and purposeful but outside of introductions and some notes most of the book come straight from the mouths of her subjects through first person monologue Skees breaks the chapters up into short labeled sections This is helpful for skimmers but the shortness of the individual sections gives the chapters a stop and start feeling impeding narrative momentum Originality This isn't the first book to survey workers in their own words about work nor even the first one by Skees to do so but the author has selected a fresh fascinating cross section of people to reveal truths about the world and this current moment Execution The book offers insights wisdom challenges to orthodox thinking and some arresting first person storytelling It's both eye opening and a pleasure to learn about the day to day work of a Zambian mobile money agent and to discover how that work is vital to a population outside of the banking system That said the narrators' individual voices sound somewhat similar to each other and the speakers too rarely offer up surprising or engaging anecdotes The emphasis here is strongly on the work itself and the sociopolitical context that created the opportunity for such work There's great value in capturing that but the book might prove more enticing for general audiences with a greater emphasis on voice and storytelling

Booklife Publisher's Weekly *The Public Speaking Playbook* Teri Kwal Gamble, Michael W. Gamble, 2022-12-08

The *Public Speaking Playbook* coaches students to prepare practice and present speeches whether in the classroom public sphere or in a virtual setting Authors Teri Kwal Gamble and Michael W Gamble employ an interactive approach to building skills through various exercises that allow students to practice and improve their public speaking Features such as objectives coaching tips and new self assessments in each section further aids student success and reinforces key competencies The Fourth Edition makes this text more relevant timely and engaging with increased coverage of recent events and a focus on improving virtual presentation skills This title is accompanied by a complete teaching and learning package Learning

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Mediaweek ,1993 **The Complete Idiot's Guide to the Perfect Resume** Susan Ireland,2006 An updated and revised edition of one of Alpha Books top career guides helps readers put together an attention grabbing resume that will help land them their dream jobs The book includes dozens of sample resume styles an action plan for a successful job search and professional advice on creating cover letters finessing the toughest interview and writing thank you and follow up letters More concise step by step information for creating a resume for a variety of commonly faced situations including career change employment gaps age discrimination and layoffs An increased emphasis on the combination resume the chronological format with skill headings within each job title section which has become one of the most widely accepted formats by employers Arms job seekers with a clear understanding of the principles of creating a great resume allowing them to adapt and apply those principles to their own personal situation no matter how difficult that situation may be

Brandweek ,1993-04 *Job Seekers Guide to Private and Public Companies* Peggy Kneffel Daniels,Charity A. Dorgan,1993-12 Answers important questions regarding company benefits and employment opportunities and identifies human resource contacts and other corporate officials Covering the West this volume tell job seekers who to contact and how to submit applications Information includes contact data business description application procedures internship availability benefits and more It also features a metropolitan statistical areas table

The Resume Catalog Yana Parker,1988 With over 180 000 copies in print this is the resume resource for job seekers by Yana Parker widely known and loved author of the best selling DAMN GOOD RESUME GUIDE over 500 000 copies in print Sample resumes ready to be adapted and or used for inspiration cover all levels of experience and an extraordinarily wide range of careers from the specific biofeedback specialist gas chromatography to the general fast food cashier masseur Thoroughly indexed and cross referenced this is an easily used dependable resource for anyone who needs to get that resume to the top of the pile and get the job of their dreams

The Student Guide to Mass Media Internships Ronald H. Claxton,Biddie Lorenzen,1998 Print broadcast **The software catalog microcomputers** Menu (Firm) (Fort Collins, Colo.),1989 *CD-ROMs in Print* ,2001

Job Seeker's Guide to Private and Public Companies: The Northeast ,1994 **InCider** ,1992 *Christian*

Writers' Market Guide 1996 Sally E. Stuart,1996-02 **National Guide to Funding in Health** ,1997 **Subject Guide to**
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