

Sample Letter of Introduction

Dear Mr. Greenstreet:

Ann Morgan, a young engineer who took my process design seminar given for AIChE last summer, has asked me whether I can put the two of you together, so that you might consider granting her an interview for a position in your process control department.

You know that I am a rather tough instructor, so it means something when I tell you that Ms. Morgan has an exceedingly strong grasp of process design and control — especially considering she is just two years out of college. By the way, she showed me her transcript, and was a solid B+ student at Brightwater Tech, which, as you know, has one of the best programs on the East Coast.

My department is overstaffed and, since the acquisition, half of our work is being moved to the California location. If this were not the case, and we were looking to add personnel, I would make Ms. Morgan an offer tomorrow.

Whether she would be an ideal fit with your group I cannot say, although I know that technically she can handle a Process Engineer position with extreme competence. As for whether she'd be a good addition to your team (which I suspect she would), why don't you give her an interview and find out for yourself?

Sincerely,

Sample Introduction Letters For College

Wenbin Ji



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Student-Athlete's College Recruitment Guide Ashley B. Benjamin, 2009 The Student Athlete's College Recruitment Guide explores this behind the scenes information giving students and their families an insightful look at the world of college athletics This in depth resource examines the many aspects of the college athletic recruitment process including what to look for when choosing a program to best fit a student's abilities and needs both athletically and academically Expert interviews with top coaches reveal what they believe student athletes need to make it in this ultracompetitive realm and how to avoid the common pitfalls that can hinder a student athlete's performance This new book is a valuable tool for high school students navigating the recruiting process Chapters include Why Play Considering a University Getting Seen Scholarship Negotiation Unsafe Practices Gender Issues Racial Issues How to Write It, Third Edition Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference *Real-resumes for Students* Anne McKinney, 2000 Instructs college students on presenting their work experiences from part time summer jobs to internships in a professional manner designed to display strengths to future employers *Step-by-Step Guidebook On Football Recruiting* Sheila Green, 2012-05-17 This is a guidebook that high school football players can follow in an effort to play football at the college level Created by getting input from several resources including former college players parents coaches and academic advisors the guidebook will address the responsibility of the coach parents and players *The Complete Guide to Writing Effective Résumé Cover Letters* Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter *The Everything Cover Letter Book* Burton Jay Nadler, 2005-06-01 Get the interview with professional correspondence Completely updated for today's competitive job market The Everything Cover Letter Book 2nd Edition is what you need to get your foot in the door With hundreds of resumes lined up for the job you want it seems impossible to get yours to rise to the top of the pile You need a superior cover letter to sell yourself when you're not there to do the talking Make a memorable first impression and get the job you want with this authoritative reference as your guide This new edition includes 200 plus cover letters revised for today's industries Techniques to highlight the best qualities on your resume Tips on industry trends Savvy advice on how to grab your reader's attention Detailed guidance on how to polish your letter to perfection Formatting guidelines to follow for letters emails notes and more Dos and Don'ts based on specific job applications With sample letters

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that an internship is not for them They seem to believe that internships are just for those students who are in AP or engineering and science programs or for students who know exactly what career they want to pursue They don't take internship opportunities offered by their school or college or seek an internship on their own Internships offer all students a way to find direction for their future An internship will help them gain experience in the real world find a career area that they like or don't like get focused on a possible college major and build those skills critical for success in a career and higher education This book is a resource for all high school and community college students who want to find get and make the most out of an internship The book gives students a heads up on how to Use community school and college resources to help secure an internship Get their act together by writing a compelling resume cover email and elevator speech Show the skills and attitudes every organization wants to see during the interview Prepare for an interview by anticipating the typical interview questions Know what the interviewer is looking for and what to say and do to make the best impression Take on value added projects once the internship gets going Deal with the ups and downs Use the internship experience in their future Get an Internship and Make the Most of It Practical Information for High School and Community College Students can be a help to every high school and community college student It follows four students as they find interview for and complete their internships If you're thinking about doing an internship or are well on the way to starting one this book is for you

The Road to Athletic Scholarship Kim McQuilken, 1996-07 As the film *Hoop Dreams* made painfully apparent gifted young men and women in pursuit of college scholarships urgently need help as they select a college or university Student athletes and their parents are all too often bystanders in the recruiting process passive recipients of misleading information rather than aggressive participants in planning a student athlete's future Too often students set unrealistically high goals intent on stardom at national universities and subsequent professional careers thereby sacrificing the opportunity to make the most out of their talents and their education Others feel overwhelmed and powerless when faced with coaches recruiters and bewildering rules and regulations beholden to a process they don't understand In *The Road to Athletic Scholarship* Kim McQuilken a former NFL quarterback who himself rose from humble origins at a small university to spend almost a decade in the ranks of professional football argues that students parents and coaches can and should take a more active role in designing the student athlete's future *The Road to Athletic Scholarship* is the definitive guide for today's student athletes and their parents as they attempt to navigate the treacherous waters of college recruitment Practical hands on filled with engaging anecdotes that instructively recount the actual experiences of student athletes *The Road to Athletic Scholarship* takes readers through the recruitment process step by step McQuilken carefully lays out the intricacies of athletic scholarships and explains the recruiting process in depth highlighting common misconceptions and offering hints for the marketing of student athletes This unique resource provides invaluable information for parents student athletes and high school administrators and coaches alike *Academic and Student Affairs in Collaboration* Mitchell A. Levy, Bernard A.

Polnariiev,2016-06-10 Academic and Student Affairs in Collaboration provides a comprehensive and evidenced based understanding of the partnerships necessary to achieve an institutional culture devoted to student success Chapter authors explore how to design implement and assess collaborative efforts between student and academic affairs in support of increased student success This book provides best practices for fostering and enhancing campus dialogue career development pathways academic support services and other important initiatives to increase retention and learning outcomes improve motivation and goal attainment and enhance institutional accountability This book is a must read for scholars faculty leaders and practitioners in Student Affairs and Higher Education interested in achieving student success at their universities and colleges Communication Skills Syllabus Michigan State University. Basic College. Department of Written and Spoken English,1952 **School Counseling Practicum and Internship** Helen S. Hamlet,2016-10-28 School Counseling Practicum and Internship 30 Essential Lessons combines crucial counselor knowledge with the experience of experts in the field into one practical guide for addressing the real world of school counseling Drawing on more than a decade of teaching author Helen S Hamlet PhD presents a collection of lessons and techniques that includes forms websites activities and current information focusing on a range of challenging issues This unique text is a resource that practicum and internship students counselor educators and practicing school counselors will keep and refer to for years to come The Overnight Resume, 3rd Edition Donald Asher,2010-01-12 Call from a headhunter Layoffs getting a little too close for comfort Hear about a great new internal opportunity Getting out of the military Or just frustrated and wonder if you could do better someplace else This is the definitive guide to getting you on the market fast The third edition of The Overnight Resume has been completely revised and updated for everyone from entry level to the executive suite who is serious about getting an interview and landing a job Tip 1 Never use the term entry level in any resume For hundreds more tips that suit your particular case just look inside Information you ll find nowhere else includes How to beat other jobseekers at 1 000 to 1 odds How to launch a full scale job search within 24 hours How to access the hidden job market where the best jobs are What returning parents and returning prisoners have in common How to beat resume sorting software Online resumes HTML scannable and portfolio versions Differences between East Coast and West Coast resume styles How to look like a local from anywhere in the country *Federal Register* ,1978-12 *Helping College Students Write* Laura M. Harrison,Becky Challenger,Erin Morgenstern,Oumarou Abdoulaye Balarabe,2024-08-01 Although many educators want to help their students overcome their writing challenges most higher education instructors do not have formal training in teaching writing This book provides a detailed roadmap for college educators to help students make substantial improvements in their writing particularly in courses where writing is a component but not the primary focus This accessible guide offers conceptual tools and practical strategies including lesson plans stock comments instructors can use to explain frequently occurring writing problems and writing prompts to help struggling students address writer s block Covering topics such as managing grading

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