

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.

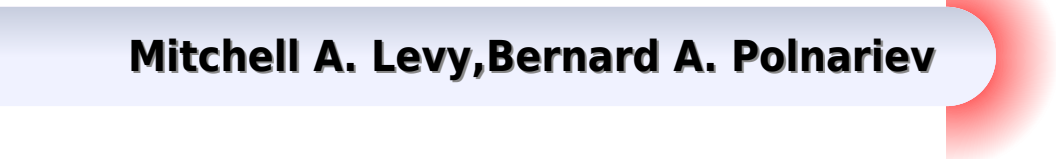
My department is overstaffed and, since the acquisition, half of our work is being moved to the California location. If this were not the case, and we were looking to add personnel, I would make Ms. Morgan an offer tomorrow.

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

Mitchell A. Levy, Bernard A. Polnarev



Sample Introduction Letters For College:

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

Winning Cover Letters Robin Ryan, 2002-11-29 Robin Ryan is the hottest career expert in America today Susan Cowden TV anchor NW Cable News LAND YOUR DREAM JOB WITH THE PERFECT COVER LETTER With the expert advice of Robin Ryan one of America's top career coaches thousands of job hunters have beaten the competition and landed their ideal jobs Her innovative and simple step by step plan incorporates the results of an extensive nationwide survey of hiring managers and human resources personnel to offer proven world class job hunting techniques and strategies You'll create powerful attention grabbing letters avoid costly mistakes and learn to sell yourself and your skills to the employers you want to work for With Ryan's popular and highly effective Power Impact Technique™ you'll have employers hunting you This newly updated Second Edition features even more Winning Cover Letters examples of what not

to do and new chapters on using the Internet marketing yourself and much more Fatal mistakes to avoid as viewed by human resources professionals who ve seen it all World class cover letters that landed interviews and jobs Exercises to help you assess your skills and accomplishments The writing technique selected by 96% of hiring managers as their preferred style A new special section for top executives including CEOs presidents and vice presidents New advice for those in the creative arts new graduates volunteers and career changers Tips on writing target letters to catch the eye of the employers you want to work for This book is a major breakthrough teaching you how to easily write effective cover letters that employers will respond to Mark Tranter founder America4Hire By far this is the best book ever written on writing cover letters Sandy Dehan HR Manager Fortune 500 company My dream job called after I mailed my first cover letter I landed the job and owe it all to Robin Ryan s effective techniques Marianne Jones client **Resources in Education** ,1999 **Buffett's Tips** John M. Longo,Tyler J. Longo,2025-10-06 What if you could learn financial literacy from Warren Buffett himself Finance is a language like any other the more fluently you speak it the further and more comfortably you travel And if you want to improve your financial literacy what better teacher could you have than Warren Buffett Often described as the greatest investor of all time Warren Buffett started his investment firm with 100 in the late 1950s and went on to become the billionaire and sage we know today Along the way he s reaped huge profits for fellow investors in Berkshire Hathaway and remains one of the most sought after and closely watched figures in the business world So how did he do it In Buffett s Tips award winning professor and professional investor John M Longo demonstrates just how by translating decades of Buffett s writings and media appearances into a 100 straightforward tips and strategies anyone can follow for enhanced financial literacy and independence including Essential concepts like the time value of money and compound interest Basic financial instruments such as savings and checking accounts and certificates of deposit Approaches to valuing stock including discounted cash flow and relative valuation How to build a portfolio in accordance with Buffett s two golden rules Whether you want to grow your personal finances develop your business acumen or improve softer career skills such as emotional intelligence there s no one better to learn from than the most famous investor in the world and no better way to do that than having a copy of Buffett s Tips close at hand *Criminal Justice Internships* R. Bruce McBride,2021-05-04 *Criminal Justice Internships Theory Into Practice Tenth Edition* guides the student instructor and internship site supervisor through the entire internship process offering advice and information for use at the internship site as well as pre planning and assessment activities With increasingly more programs offering or requiring internships the need for guidance is answered by McBride s counsel offering students a means of enhancing their credentials and gaining a foothold in a competitive job market Divided into four sections Pre internship Considerations Professional Concerns The Role of the Organization and Assessment and Career Planning this book offers resources to enrich the student s experience and lay the foundation for future professional success Students learn basics such as choosing an internship site at either a public agency or a private firm r sum writing techniques

effective use of social networks interviewing skills and the importance of setting and developing goals and assessing progress The book serves as a reference tool for professors and supervisory personnel who assist and supervise students during their internships Suitable for all Criminal Justice Justice Studies Financial Crimes and Cybersecurity Investigations and Pre law undergraduate programs Criminal Justice Internships is also useful in Social Sciences programs with a service learning component

Teens' Guide to College & Career Planning 11th Edition Peterson's,2012-04-30 Peterson s Teens Guide to College helpful checklists and worksheets to help keep you organized essential information to help you decide if the military is right for you expert financial aid advice and information on scholarships grants athletic awards loans work study and more Fun graphics along with the informative easy to read chapters make this the perfect guide for the teen on the go

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 for every job seeker from stay at home moms to traveling CEOs The Everything Cover Letter Book 2nd Edition is the only guide you ll need to land the job of your dreams

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 time reducing students anxiety about writing giving clear and formative feedback troubleshooting and providing practical tips for helping ESL students this book is a one stop shop for assisting students across academic disciplines By implementing the guidance offered in this manual college and university faculty and instructors can guide students effectively and efficiently in improving their writing

Occupational Outlook Quarterly ,2009 **The CQ Press Career Guide for Political Science Students** Wendy N. Whitman Cobb,2017-10-03 Turn your degree into a career Designed to help students consider their career options and opportunities The CQ Press Career Guide for Political Science Students offers a practical

collection of employment resources career path options and real life tips for how to get ahead Providing the road map that students need to design their undergraduate experience to maximize their transferable skills author Wendy Whitman Cobb outlines jobs political science majors can pursue offers guidance on how to actually get the job and illuminates pathways to graduate school *Academic and Student Affairs in Collaboration* Mitchell A. Levy, Bernard A. Polnariev, 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 Teens Guide to College & Career Planning Peterson's, 2008-03-11 Handbook for high school students offering advice on college planning and career exploration *Cover Letters For Dummies* Joyce Lain Kennedy, 2009-01-06 Cover letters are alive and sell When they're written right that is To stand out in today's sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of *Cover Letters For Dummies* brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You've probably suspected that passive and sleepy cover letters merely hugging resumes won't get you where you want to go Especially in a shaky job market The verdict is in Since the last edition of *Cover Letters For Dummies* blazing fast change in tools technology and how hiring managers come calling and how we invite them to look us over means big dramatic changes in our job messages In this exceptional handbook of contemporary job messages you'll discover fresh ways of thinking about cover letters that captain an entire team of new style job messages Résumés and Cover Letters That Exceed Employers' Expectations Lisa Mathews, 2014-09-05 Are you caught in a career rut Do you want to rise to the top in your organization or elsewhere Begin communicating with confidence to employers and tell them what you can do for them With the latest resume and cover letter writing techniques that Lisa Mathews discusses in this eBook you are guaranteed to exceed the expectations of the most demanding employers A Certified Professional Resume Writer CPRW with 15 years professional experience Lisa reveals to you the techniques that she has used to help professionals achieve unbelievable feats in their careers She outlines for you in a step by step way what to write at each stage in your resume development process Above all she helps you do what no other author does for you assess the value that you present to each prospective employer Whether you're starting off in your career a middle level manager seeking career mobility or a top executive eyeing the company's presidency this amazing book puts the power of

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