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

Ashley B. Benjamin

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 quidebook 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 quide 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

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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. 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 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

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has volunteered the last 30 years helping scores of overlooked high school athletes get noticed by college coaches and find athletic scholarships At the request of many athletes parents and coaches he has written A Simple Guide to Getting an Athletic Scholarship focusing on basic things parents and athletes must do to be successful and inspiring them to put forth the effort The Comprehensive Guide to Working With Student Teachers Elizabeth Soslau, Monique Alexander, 2021 This is a must have resource for clinical and field experience coordinators and all educators who find themselves in the position of guiding teacher candidates The authors provide a comprehensive toolkit for the complex work of field instruction including mentoring approaches conversation stems conferencing techniques lesson debriefing questions understandings of programmatic goals observation assessment and feedback methods and more They also demonstrate how to use video viewing and conferencing to adapt support for candidate growth in digital environments. The book clearly defines what field instruction entails and show how to move from a pre prescribed technical approach toward one that fosters candidates abilities to embody the roles of empowered self directed and agentic teachers With the help of this text new and seasoned teacher educators will guide candidates to not only learn how to meaningfully reflect on practice but also internalize these competencies for their own future professional development and continuous self improvement Chapters are accessibly written and filled with concrete examples tips worksheets and activities Book Features Clear directions tools templates and protocols for how to do the job of field instruction A Voices from the Field chapter with practical advice from field instructors across multiple programs Annotated sample conversation with candidates Adams Cover Letter Almanac Richard J Wallace, 2006-02-15 A sure cure to job seeker s writer s block The Adams Cover Letter Almanac Second Edition is the most comprehensive guide available for creating an attention getting cover letter This easy to use volume is packed with sample cover letters that can be easily customized to match the needs of any job seeker whether you re new to the job market an experienced professional changing careers or reentering the workforce BEAT THE COMPETITION A good cover letter can be even more important than a resume If a prospective employer isn t impressed by your cover letter you won t get that interview no matter how polished your resume is Yet many job seekers put little time or thought into their cover letters often sending the same tired form letter to hundreds of companies The Adams Cover Letter Almanac Second Edition gives you an edge on the competition by helping you create powerful compelling letters that get you noticed 600 COVER LETTERS Based on professionally written cover letters that have landed real jobs sample letters are included for every occasion Response to an Online Advertisement Response to a Classified Advertisement Response to a Blind Advertisement Cold Letter to a Potential Employer Letter to an Employment Agency Broadcast Letter Cover Letters for Special Occasions Follow Up Letter LETTERS FOR ALL CAREERS AND ALL LEVELS Whether you ve recently graduated or are a seasoned executive you ll find letters for numerous positions including Accounting and Finance Marketing and Sales Communications Management Computers and Engineering Science Education Social and Human Services Health and Medical Technical Legal and

Protective Services And more Other Adams Almanacs for Job Hunters Include Adams Resume Almanac Second Edition Adams Job Interview Almanac Second Edition Adams Internet Job Search Almanac Sixth Edition Higher Education: Handbook of Theory and Research John C. Smart,2007-05-16 Published annually since 1985 the Handbook series provides a compendium of thorough and integrative literature reviews on a diverse array of topics of interest to the higher education scholarly and policy communities Each chapter provides a comprehensive review of research findings on a selected topic critiques the research literature in terms of its conceptual and methodological rigor and sets forth an agenda for future research intended to advance knowledge on the chosen topic The Handbook focuses on twelve general areas that encompass the salient dimensions of scholarly and policy inquiries undertaken in the international higher education community The series is fortunate to have attracted annual contributions from distinguished scholars throughout the world The Student Guide to Mass Media Internships Ronald H. Claxton, Biddie Lorenzen, 1998 Print broadcast

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