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Susan Chen

100 Main Street La Palma, CA 90632
(714) 555-5678

January 4, 2008

Ms. Calvin Menendez
Consumer Products Inc.
2661 Caballero Blvd.
Buena Park, CA 90621

Dear Ms. Menendez:

Please accept my résumé for the Sales Management Trainee position listed on California State University, Fullerton's Titan Connection. My skills, qualities, drive, and determination equip me as an ideal candidate for the Sales Management Trainee position. Key strengths which I possess for the success of a management position include the following.

- **Leadership skills** – While working as a server and bartender, I was rapidly promoted to Restaurant Manager based on my ability to lead in a fast-paced work atmosphere.
- **Competitive disposition** – Consistently exceeded sales quotas by 15% at the restaurant, and our restaurant won Outstanding Site of the Year.
- **Excellent communication skills** – Both personally, and as a student, I have established and maintained positive relationships with customers, classmates, and professors. In group projects, I am trusted with the responsibility of final edits of written work and presentations. My professional development includes a series of workshops and trainings on public speaking and presentations.
- **Solid team skills** – As a student, an athlete, and an employee, I have been credited with fostering group energy and solid teamwork in order to accomplish aggressive goals.

My genuine interest in the position in addition to my skills and experience will allow me to contribute immediately to your organization. Your organization is known for its collaborative team oriented environment and strong determination to provide professional development to its employees, all of which I value in a work environment. Working for Consumer Products Inc. would be an excellent organization that is well aligned with my skills, career goals, but most importantly my work values.

Thank you for your time and consideration. I look forward to hearing from you soon so that we can further discuss how my skills and abilities are aligned with the Sales Management Trainee position.

Best regards,

(Signature)

Susan Chen



BUDY KUSUMA

web & graphic designer



CONTACT

- Merapi Street, no.12,
Yogyakarta, Indonesia
- 6281-345-0818 (phone)
0823-345-7894 (mobile)
- twitter.com/budyku
- facebook.com/budyku
- budyku@ibrandstudio.com

SKILLS

PROFESSIONAL SKILLS

- | | |
|-------------|-------|
| Java Script | ●●●●● |
| HTML/PHP | ●●●●● |
| CMS | ●●●●● |
| Database | ●●●●● |

PERSONAL SKILLS

- | | |
|--------------|-------|
| Creativity | ●●●●● |
| Leadership | ●●●●● |
| Organization | ●●●●● |

REFERENCES

Mr.Smith, Company Name
Position in Company
Phone: 028.1234.4532
email: smith@email.com

Mr.Jhon Doe, Company Name
Position in Company
Phone: 028.1234.4532
email: jhondoe@email.com

PROFILE



I am a Front End Web Developer with over 14 years of professional experience in senior position with top notch organizations, mentored web developer and designer, brilliant and innovative thinking ability, professional and simplified approach in organization.

PROFESIONAL EXPERIENCES

IBRAND STUDIO 2012 - present
Web & Graphic Designer

I'm currently a front-end designer at iBrand Studio, I've had the opportunity to design and develop with awesome teams from around the world. At iBrandStudio I've also posting articles.

OMAHPSD.INC 2011 - 2012
Web Designer

I had responsible for the design, layout, and coding of the Omahpsd website. Involved with the technical and graphical aspects of the Omahpsd website, how the site works and how it looks.

MACROPICS 2009 - 2011
Web Designer

Hired as junior web designer I had to do daily maintenance, updates, development of new sections of Macropics website. Performed technical and creative functions in the management of a user-friendly and visually appealing.

EDUCATION

Univesity of Design, Yog - IDN	Fine Art Course, Jkt - IDN
Master of Visual Design	-
2005 - 2008	May 2008

Jakarta International, Jkt - IDN	Japan Language Class, Yogyakarta
Bachelor of Design in Digital Media	-
2002 - 2005	September 2006



THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

THIS IS TO CERTIFY THAT
THE PRESIDENT OF THE UNITED STATES OF AMERICA
HAS AWARDED THE

PURPLE HEART

(POSTHUMOUS AWARD)
ESTABLISHED BY GENERAL GEORGE WASHINGTON
AT NEWBURGH, NEW YORK, AUGUST 7, 1782
TO

CAPTAIN STANLEY L. SAPP, UNITED STATES ARMY

FOR WOUNDS RECEIVED

IN ACTION

IN VIETNAM RESULTING IN HIS DEATH 19 DECEMBER 1965
GIVEN UNDER MY HAND IN THE CITY OF WASHINGTON

THIS 15TH DAY OF JULY 1998

Edwin A. Walker
THE ADJUTANT GENERAL



Robert M. Walker
THE ADJUTANT GENERAL

DA FORM 600-10, APR 1981

Students at universities, high schools and universities usually go on internships before joining the company as an employee. At the end of the internship, students will receive certificate the traineeship attesting to completion of traineeship and suitability work or accept a job.Traineeships help students develop their skills, show them career paths and establish a good relationship with their work colleagues. Response: Traineeships help students develop their skills, show them professional paths and build a good relationship with their colleagues. His association with us was very fruitful and we wish him all the best for his future efforts. He was very interested in learning the functions of our main division and also willing to do his best and to delve deeper into subject to better understand it. Try it now and let yourself be inspired by this model to quickly complete your work.We invite you to download the letter of completion of the internship immediately and to use it to your advantage!Name of institute certifies that interneename has successfully completed the internship program from the start date to the end date of the internship at our location. The internal name showed professional characteristics during the training period and A` managed to complete all the tasks assigned as required. WhatA` a traineeship certificate?ANSWER: Traineeship certificates are issued to trainees who have completed training at a or institution. These are usually students who have continued their education in BBA and MBA courses. Clementine Holden â AUS Respect for this site and their work A letter of completion of the internship` a letter that is delivered at the end of an internship program the director or director of the applicant, who has worked for the group as an intern for a certain period. Therefore, this role is very crucial in any organization.An example of a traineeship letter or a certificate for the management of the A` given here.Company name LogoData: 10/10/2020TO ANYONE IT MAY CONCERTon certifying that Mrs. Sourav Ghosh has carried out her internship in Business Management at the company XYZ, Bangalore, from April 10, 2020 to September 10, 2020.He worked on building new customer relationships and agreements for our new project. While in some internships students have to pay the society and in some, the dA salaries to the student for the full internship period. Students must apply to their organization based on their courses and interest in joining the society as an intern. By Company Name Authorized Signatory Traineeship Certificate: Traineeship certificates shall be issued to trainees who have completed the training at a company or institution. A business management profile is responsible for bringing revenue to the business. What details are included in the internship certificate?Answer: Company Name e LogoDate of issue of the internship letterName of the company` Traineeship that issues the letterTraineeship period (from and to)Project name and detailsBest wishes for the traineeshipProject manager name and signature A finished traineeship must be reported on so that people will know exactly how they have done it. An internship is a job preparation for a student or candidate, who is hired for a set period of time. Should be duly signed by the Authority and should in particular state the type of project on which they are working and the duration of the internship.Question 5. This certificate shall contain proof of the internships (in months or year), any salaries and other work-related details. Her performance exceeded our expectations and she siht fo pleh eht htiW .sliks wen nrael ot noitavitom-fles htiw sliks reh detartsnomed sah ehs .pihnsretni reh gniruD.snoitacificeps omorp dna sfeirb ngised eht no desab sreliaM ,srennab ,stuoyal dengised sah ehs ,tcejorp eht fo trap sA .stcudorp edamdnah hcnuat ot demia saw tcejorp sihtT .reganam eht yb nettirw si dna eesserdda tcaxe a ot desserdda ton si ti ,yllausU .sliks dna egdelwonk deniag eht smrifnoc ti sa ,boj a rof gnikool si etadidnac eht stroppus ti .Itcejorp eht fo esoprupl ta demia saw tcejorp sihtT .stifeneb teg ot nosrep eht pleh dna srettel ecneirepxe sa krow osla setacifitrec pihnsretni .secalp emos nI .4 noitseauQ.decneirepxe yllanoissefory meht ekam ot .tcejorp evil no krow ot edam era stnedutS .smargorp pihnsretni tcludnoc taht .tnemnrevog dna etavirp htoB ,snoitasinagro ynam era erehT .tnuoma yna yap ton deen stneduts erehw .sesruoc enilno eerf no desab era setacifitrec pihnsretni eht fo emoS.meht rof tneumodc yek a semoceb etacifitrec siht .boj a ekat ot ydaer era yeht dna noitacude rieht htiw enod era stneduts eht ecnO .stcudorp edamdnah lles ot demia saw tcejorp siht .sliks wen nrael ot noitavitom-fles htiw sliks reh/sih detartsnomed sah ehs/eh pihnsretni reh/sih gniruD.Inretni yb enod krow{ sah ehs/eh .tcejorp eht fo trap sA .boj a ot dael nac ro dedneixe eb nac diapnu ro diap eb nac ti .AAÅenlinO lavitseF IarC .AAÅe delit tcejorp a no dekrow sah eS 0202 yeM ht01 ot 0202 yeM ht01 morf ,erolagnaB .ynapmoc ZYX Ia gnungiseD heW ni pihnsretni reh enod sah hsohG attilaL .sM taht yfitrec ot si sihtNRECNOC YAM TI REVEOSMOHW OT0202/01/01.etaDogolL .ynapmocCemaN ynapmocI .pihnsretni eht detelpmoc evah yeht retia snretni eht rof rettel a etaerc ot snoitasinagro pleh yam ti .woleb nevig si rettel pihnsretni eht fo elpmas Aelpmas etacifitrecC pihnsretniJerutiangSIjhoitangiseDjemaN nosrepI gnuissIjemaN ynapmocI .reerac: gnimocpu reh/sih rof tseb eht lla reh/mih hsiw eW.emit no tcejorp eht etelpmoc ot elba elba nroitamrofni heus yna eurtsnoc ton dluohs uoy .ylno sesoprup lanoitamrofni rof si tnetnoc eht IsetalpmetI noitacudE wen htiw yad yreve detadpu si dna setalpmet tneumodc gnidaolhwod rof snroftalp ralupop tsom eht fo eno si moc.yrarbilizziB .rettel a ni dethgilghih eb yletinifed dluoti sellow ylaer od nosrep a nehW .dna sreerac rieht ni meht pleh lliw taht sgniht nrael ot redro ni snretni nosrep A .pihnsretni na dellac si emit fo doirep detimil a rof noitasinagro na yb dedivorp ecneirepxe krow ehtT .rewsnaA?pihnsretni eht fo gniaem eht si tahW .cte ,stneduts ABM ,stneduts gnireenigne ,stneduts lacine dem sa hcus stneduts fo sepyt lla rof elbalava era smargorp pihnsretni ehtT .yrtsudni rehto yna naht erom .smrof dna setalpmet gnisu netfo era srotacudEIsdeen ruoy tius yltcefrep lliw taht etalpmet rettel noitelpmoc pihnsretni siht daolnwod .2 noitseauQ.sliated minuer-boj rehto dna yna fiI dsnepits ,) raey ro shtnom ni(noitarud pihnsretni fo foorp sniatnoc etacifitrec sihtT .yaw trams a ni derutcurts dna esu-ot-ydaer ,evitiutni si rettel noitelpmoc pihnsretni sihtT.krow ro seiduts ruoy ni lufsceccus erom eb ot uoy pleh dna troffe dna tsoc .emit ruoy evas lliw hcihw ,etalpmet rettel noitelpmet I lanoitacude siht gnidivorp yb uoy troppus ew ,erofehT .smret delliks ni yllaicepse ,laudivini na fo sevitisop eht sthgilghih taht rettel ecnerefer a sa desu eb nac ti .esabatat ruo hguorht esworb ro rah hcræas ruo ni sdroweyk thgih eht ni epyt esaelp ,etalpmet lanoitacudE fo epyt rehtona rof gnikool er AA ånoitazinagro tcaxe a htiw pihnsretni sih dehsinif sah tneduts eht taht noituitsni eht ot ecanurssa a sedivorp rettel siht .tnemeriuqer sA .Å ppa eht fiI .sa hcus .syaw ynam ni etadidnac eht rof laicifeneb si rettel sihtA material such as legal, tax, investment, financial or other advice. In project, he personally approached clients via e-mail, based on the design brief and the promotional specifications.During the internship he demonstrated his abilities motivated to learn new skills. Example Stage Letter of Completion / Stage experience Certificate format Data SUB: Letter of completion of the internship We are pleased to inform you that [Name] from (College) has successfully completed (her) internship at Kaashiv infotech (Name of Company) from Date- to date. We wish you well for your next career.XYZ CompanyProject ManagerFirmaBusiness Management Certificate of Internship ManagementBusiness Management` A marketing profile in which an employee must demonstrate his or her ability marketing, business strategy, communication, finance and leadership. With help this certificate, they can demonstrate their skills, talent and value for the position.Traineeship Letter FormatThe Traineeship Certificate Template will include :Name of thecompany and logoDate of issue of the Letter of Completion FormatName of the internName of companyissuing the letterTraineeship Period (to and from) Name and details of the projectBest wishes to the internProject name and signatureInternship Certificate Letter FormatInternship Certificate MakerNameCompanyLogoDate: {DD/MM/AYYY}TO WHOM CAN CONCERNERESit is a matter of certifying that [Name of intern]A has completed his internship in [Name of internship] at [company name], Bangalore, from [Start Date] to [End Date].He has worked on a project entitled [Project Name]. Nothing contained herein constitutes a solicitation, recommendation, endorsement or offer by Bizzlibrary or any third party service provider of ni ni o otseuq ni iraiznanif itnemurts irlia o ilotit erednev o Another jurisdiction in which such a solicitation or offer would be illegal within the laws of the titles of this jurisdiction. During the stage of her, he / she was exposed to various activities in (specialized technology) we found it very curious and hard work. He's performance of him passed our expectations and was able to complete the target in time. I wish him all the best for his next future.xyz CompanyProject ManagersignatureFaqÅ e Å, ~ on Internship Geadthistion 1. This article is also indicated as a certificate of completion of the internship, since it certifies the work of internee and the skills learned and integral. The internship is based on their current educational skills. Students can find additional certificates, explore the types used for academic purposes, professional purposes and more. What is the use of the format of the internship certificate? In India, there are many internship programs conducted according to different courses to provide opportunities to students in different fields and develop their careers. It can target the purpose of a letter of experience. How to get an internship certificate? Answer: Students who have completed their internship must go to their project manager or supervisor to get the internship certificate. It was laborious, dedicated and engaged. You should also emphasize what they learned exactly and what other admirable qualities this person has. Write a letter completing letter? letter?