

## 1: The Lovers Assistant; Or, New Art of Love, Ovid & Henry Fielding | Ebook Bookrepublic

*The Lovers Assistant; or, New Art of Love has 7 ratings and 0 reviews. First published in , this is Henry Fielding's updated version of Ovid's Art of.*

Look over our tips and the administrative assistant cover letter example below as you write your own masterpiece of persuasion. Do go in with confidence. Our letter writer wrote positively about her best skills. Administrative Assistant Advice The cover letter examples below for administrative assistants will help you strengthen your application and find a great job. Here are a few tips to help you secure the right position. No one is going to knock on your door and give you an offer. Expect to send out dozens of applications. This is the most important job seeking strategy. Stay active on social media, and keep your professional profile up to date. More importantly, try to connect face-to-face with professionals in your field by attending career fairs and community events. Even though everything is online, a referral is still the best way to get noticed. Always send a thank you. Sending a card or a quick email makes a big impression and might even open a door to another opportunity. Remain open to contracts. Temporary jobs as an Administrative Assistant may not be ideal, but contract work often turns permanent for employees who prove to be an asset. Look to growing industries. Industries like technology and manufacturing are not going anywhere. Check career pages daily for newly announced positions. This is your sales pitch, and it needs to be good. Here are a few guidelines on content and style. Be selective about formatting. Most cover letters get less than 10 seconds from screeners. Bullets are also a great way to organization information. Ultimately, you want to easily and quickly draw attention to the most important areas. Avoid a laundry list of job duties. Instead, use action words to describe what you actually achieved for your company. If you just include a start and end year, employers will wonder whether you mean January or December. List the number of employees you supervised, the size of your team, how many products you directed or any benchmarks that you can convey with numbers. Choose a summary over an objective. The traditional objective statement is unnecessary; your purpose is already clear. Instead, add a qualifications summary if you want to give screeners a two-second overview.

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### 8: The Lovers Assistant; or, New Art of Love by Henry Fielding

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