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## Tour guide another word for

American Consulate General, Mumbai  
Lincoln House  
78 Bhulabhai Desai Road  
Mumbai 400026, INDIA

Re: No Objection Letter for Ram Gupta

Dear Sir or Madam,

This letter is to confirm that Mr. Ram Gupta is employed with us since August 16, 1979 on a full time basis as a Superintendent Engineer. His annual salary is Rs. 240,000/year.

Mr. Gupta has expressed interest in visiting the USA for tourism as well as to visit his son and his family. Our organization has no objection regarding Mr. Gupta's visit to the USA for 6 months. His leave for the USA trip has been sanctioned for 6 months from July 5, 2005 to Jan 4, 2006. On expiry of leave he would report for duty on Jan 5, 2006.

Please feel free to contact us if your office should require any further information.

Sincerely,

Venkat Subramanian  
Regional Director  
Gujarat State Fertilizer Corporation

### MAXWELL SLATER

1 Main Street, New Cityland, CA 91010 | C: (555) 322-7337 | example-email@example.com

Dear Mr. Hunt,

I write in response to your ad seeking an adaptable Transportation and Distribution professional at Hunt Trucking. As a highly competent professional who has successfully held package handling, customer service, and delivery roles, I would bring a service-focused and hard-working attitude to this position and quickly take ownership of any task set before me.

In my current position, I work quickly and accurately as I load trucks for delivery, maintaining paperwork, meeting productivity goals, and keeping everyone on schedule. I have a knack for problem solving and work well independently and with little oversight. I am reliable, a quick learner, and have a clean driving record.

I am a self-starter and excel at operating equipment safely, following protocols, and properly preparing shipments. I am familiar with OSHA and DOT regulations and learn new procedures quickly. As a part of the team at Hunt Trucking, I hope to contribute to your ongoing business success.

My resume and references are attached. Please feel free to contact me at your earliest convenience so we can discuss the position in detail.

Sincerely,

Maxwell Slater

## Power Words for Your Resume

### Action Verbs:

- Accomplished
- Designed
- Initiated

### Company Values:

- Use words that reflect the company's "About Me" page on their website

### Popular Skills:

- Passion
- Responsibility
- Leadership

### Industry Key Words:

- Achieved
- Improved
- Supervised

 the balance

### Sample Letter to Company Requesting an Appointment

Date

Name  
Title  
Company  
Street Address  
City, State and Zip

Dear [NAME]:

Thank you for agreeing to let members of the [NAME OF SCHOOL] SkillsUSA Chapter visit you on [DATE AND TIME].

We will be bringing 4 to 6 students for the visit, accompanied by [NAME OF INSTRUCTOR]. We ask for 30 minutes of your time for a brief presentation about SkillsUSA and a chance to hear from you and your colleagues about [NAME OF COMPANY] and the kinds of workers you hire, products you produce and your impact on our community.

Please feel free to invite your personnel director or anyone else you feel might be interested. We hope to meet with those in management, operations, education and training, or human resources.

If possible, we would like to request a meeting or conference room with a monitor and DVD player. We have a short DVD about our program that we would like to show.

As you may know, SkillsUSA is the national association for students enrolled in occupational training programs at the high school and college levels. Our membership totals 280,000 nationwide. About 14,000 teachers and school administrators work with SkillsUSA, providing educational experiences that encourage teamwork and the development of student leadership abilities.

If you have any questions, please call me at [PHONE NUMBER] or e-mail me at [E-MAIL ADDRESS]. We look forward to seeing you soon.

Sincerely,

Name of instructor or chapter officer  
Title

