

# [Medieval armor](https://assignbuster.com/medieval-armor/)

[](https://assignbuster.com/)[History](https://assignbuster.com/essay-subjects/history/), [Middle Ages](https://assignbuster.com/essay-subjects/history/middle-ages/)

Jeff quickly realized the problem was going to turn even more complex. The 1992 medallion was ordered by 3, 876 people; they planned on 4, 500. The bed is $2, 964. 30 and the chair is $687. 29 (with the 15% discount). Their neighbor paid the eight prudish men for their work on the docks. In our society, the average person changes jobs more often than ever before. As a result, most people are apt to do several job campaigns during their lifetime. Most jobs require applicants to submit a letter of application and a data sheet or resume. Both the data sheet and the resume give the prospective employer a summary of your background.

A resume, however, is a more detailed account of your experiences and may be used when applying for a higher level job. The letter and data sheet are the means through which a potential employer first meets you. On the basis of these two documents a first impression is formed. A positive first impression usually will result in an invitation to a jobinterview. Therefore, it is critical that a great deal of care be taken to ensure that the first impression made by these documents is a good one. Make sure that these documents are free of errors with accurate and proper information.

Job interviews are used to give the potential employer a chance to screen you further to determine if you are qualified for the job and to see if you will fit in with the organization. You are expected to be on time to dress appropriately for the job interview. A conservative approach to dress is usually good advice to follow when choosing proper attire. During the interview you will need to sell yourself by emphasizing how your qualifications fit the position. We are glad that you decided to lease a two-bedroom condominium from Lakeview Condominium Association.

As I indicated on the phone, you will need to send your $450 security deposit in order to reserve a unit. At the current time we do have two units that will be available for occupancy on the date you plan on moving to Knoxville September 1. A triplicate copy of the lease agreement is enclosed for your signature. Please sign and return it to me along with the security deposit. We look forward having you as one of our tenants; you will enjoy living in a Lakeview Condominium. 1231 Woodlawn Drive Toledo, OH 43612-1712 April 5, 19—Mr. Jeffrey A.

York Lakeview Condominium Association 599 Miller Road Knoxville, TN 37920-4119 Dear Mr. York: Thank you for sending the lease so quickly. My check for the $450 security deposit is enclosed along with the signed lease. I will pay the first month’s rent when I arrive in Knoxville. I do have a few questions that you can answer for me regarding the condominium complex. 1. Do you arrange to have the electricity transferred to my name, or do I need to contact the electric company? 2. To what address will my mail be delivered? 3. Is garbage disposal included with the rent? 4. Is storage space available outside the condominium?

I am looking forward to receiving the information so I can take care of these arrangements before arriving in Knoxville on September 1 Sincerely, Jennifer A. Rose Enclosure July 6, 19—Claudia Simpkins, Office Manager DESKTOP PUBLISHING SEMINAR Attached is the brochure about the desktop publishing seminar will allow me to use more productively the desktop system that was purchased last spring. I will also be happy to share with others what I learn from the seminar. I will need to submit registration forms by July 25 to avoid a late registration fee. Maria Gibson, Document Processing Center Attachment