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in the United States put out hundreds of thousands of books every year, viewers can choose from hundreds of television channels, and Internet users can instantaneously search billions of web pages via a variety of search engines.

To help break through the communications clutter, the committee recognized that it would be necessary to use modern mass-marketing techniques, which are commonly used in the commercial and political sectors but rarely used by the engineering community for public outreach. Up to now, efforts to promote a positive image of engineering have largely been based on opinions and educated guesses about the kinds of messages that will work. Decisions have been made by leadership and staff of engineering organizations that rarely reflect the make-up of the target populations of these messages (i.e., young people, girls, and underrepresented minorities). Although some individuals may have training in public relations or marketing, as far as the committee could tell, few engineering organizations have relied on the services of professional creative or market-research firms.

One of the most important findings of this study is the strong association in the minds of the public between engineering and competency in mathematics and science. "Must be good at math and science" was by far the most frequently selected attribute of engineers in our online surveys, indicating that messages emphasizing ability in mathematics and science as a prerequisite to the study of engineering have been absorbed by both adults and teenagers. Our testing also showed that the least appealing of five tested messages was the one that portrayed engineers as "connecting science to the real world."

From this, we concluded that, if we continue to overly emphasize math and science in marketing or rebranding engineering, we are likely to alienate or scare off youngsters, rather than attract them to engineering. We believe the same can be said about messages that focus on the practical benefits of being an engineer rather than the inspirational, optimistic aspects of engineering.

Recommendation 1. To present an effective case for the importance of engineering and the value of an engineering education, the engineering community should engage in coordinated, consistent, effective com-

Statement of Purpose Guidelines

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Research Statement of Purpose	Page 2

General Guidelines

1) Before you start writing, be clear in your own mind as to the objectives of writing this statement

A statement of purpose is generally used to convince the admissions committee that you are suitable for the course applied for. Clarify why you think you are suitable for this course, why you would do well in it, and how your previous experiences are relevant and strengthen your position as an applicant. You should also consider your own skills, your strengths and weakness, your motivations and your future plans.

Always keep in mind the purpose of the statement of purpose while writing it, making sure that no superfluous information is included. Remember that while you may wish to reinforce certain parts of your CV, overdoing on repetition is not going to be very useful.

Also keep in mind your readers and consider what they are looking for and how you think you fit in.

2) Draft a Table of Content for your Statement

Consolidate your thoughts into specific sub-topics. The following are typical areas that need to be addressed:

- Your motivations behind your application
- Your reasons for choosing the course that you've chosen
- How you think you are prepared for undertaking the course (you can mention here not only academic preparations, but also any extracurricular activities that have given you skills and knowledge that will be useful for the course)
- Your reasons for choosing the institution
- What are your plans after your study and how does doing this course fit in these plans

If there are any inconsistencies in your records or examination results, you may write a couple of lines to justify yourself. Remember to follow up any potentially negative points with positive statements of your abilities and strengths.



OFFICE ASSISTANT

from Resume Genius

CONTACT

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Charleston, SC, 90764

LinkedIn.com/username

PROFILE

Office Assistant with 6+ years of experience handling confidential tasks and making routine office tasks as efficient as possible. Proven managerial experience and cost-cutting abilities, while maintaining high standards and achieving company goals. Aiming to leverage my work experience and abilities into a managerial role at your company. Possess a Technical Writing Certificate.

PROFESSIONAL EXPERIENCE

2016 - Present

HEAD OFFICE ASSISTANT

Omega Corporations, Concord, NH / 2016 - Present

- Simplified the processes of retrieving data from the computer system, maintaining department records, typing and compile reports daily, quarterly and annually, saving \$24,000 in labor costs annually
- Research all client loan discrepancies, and act accordingly, consistently attaining 95%+ customer satisfaction
- Supervise and train a staff of 3 regular clerks and 4 interns
- Received special award for outstanding work ethic 2 consecutive years
- Type confidential letters for senior members daily
- Responsible for the filing of billing requisitions as well as the retrieval of archived requisitions

2012 - 2016

ASSISTANT PAYROLL CLERK & CUSTOMER SERVICE

Land's End Industries, Concord, NH / 2012 - 2016

- Handled all payroll activities for 60+ employees and ensured posting of checks before end of month
- Answered incoming calls (avg. 40/day) resolving issues with both customers and billing department
- Improved customer service rating by 15% by training other employees in correct phone handling
- Converted manual payroll system into digital, and implemented and trained staff on usage
- Analyzed all company data entry systems and prepared recommendations for system-wide efficiency improvement

EDUCATION

2012 - 2014

B.A. SOCIOLOGY

Southern New Hampshire University, Manchester, NH

2009 - 2012

A.A. BUSINESS MANAGEMENT

Southern New Hampshire University, Manchester, NH

KEY SKILLS

WPM 89

MS Office Suite / POS System

English / Spanish

Writing Skills

Communication Skills

Team Leadership

AWARDS

2017-2018

Outstanding Work Ethic

Omega Corporations

1. If A then B
2. B
Therefore, A.

"affirming the consequent"

1. If I have the flu then I'll have a fever.
2. I have a fever.
Therefore, I have the flu.

Best conclusion for internship report. How to write conclusion for internship report. How to write a report after an internship. Example of conclusion and recommendation in internship report. How to write internship conclusion.

8-Dec. Before detailing your experience and the lessons you learned, it can be useful to describe your position and responsibilities as an intern with the company. Although I found [experience] to be challenging, I found it to be valuable in developing my [skill].Ongoing considerationWhile I had many useful experiences at [Company Name], I feel that I still need to develop my confidence levels with [task]. Detail specific experiences within the organization that contributed to your development.6. Conclude with ongoing considerationsIt can also be useful to consider the skills or experiences that you would still like to develop. However, if your organization needs one, make sure to give yourself adequate time to prepare it. I particularly found [experiences] to be useful in improving my [skill]. Because internships are a learning opportunity, it is important to evaluate the skills you have developed in your time with the company. This separates your report from other interns who may also be submitting reports.2. Create a table of contentsIt can also be useful to include a table of contents with your internship report. Context gives the reader a clearer understanding of your experience.4. Include your position and responsibilities in the internshipThe body of your internship report will focus on your experiences with the organization. Relate these skills back to your educational experiences. I would have enjoyed more time facilitating and evaluating psychological tests.In conclusion, my experience with Rogers Middle School was crucial in my development as a school counselor. Even if your program does not require an internship report, it can still be useful as a personal resource to evaluate this important learning experience.Related: How to Set Internship GoalsHow to create an internship reportAn internship report should cover key details of your internship experience. [Company Name] plays a vital role in the community with [details]. If the internship is part of your schooling, your instructor, classmates and other school officials might also read your report. If you had hoped to be more involved in the technical aspect of the business, you could mention that as well. I chose to complete my internship with this school because I enjoy the work they do with inner-city children through outreach efforts and after-school educational programs.Internship descriptionMy role at Rogers Middle School was to evaluate the counseling program and work with middle schoolers. For example, if you wish you had been able to get more direct client experience, discuss that. This should be the first page in your report since it allows readers to navigate to the parts of the report they are most interested in reading.3. Include background information on the companyYour report should include a relevant history of the organization. This process gives you insight into things you want to continue working on in your next position, while also recommending ways the organization can improve its internship program.Keep in mind that multiple individuals could read your internship report, including your internship supervisor and other company management. I worked directly with [team] in [internship responsibilities].Overview of internship experienceDuring my internship experience with [Company Name], I was able to develop my [skills]. Keep in mind, however, that you should certainly follow any instructions your internship employer gave you in regards to your report. Although I found group sessions to be challenging, I believe they were valuable in developing my confidence as a school counselor.Ongoing considerationWhile I had many useful experiences at Rogers Middle School, I feel that I still need to develop my confidence levels with testing. Maintain a professional method of communication and carefully proofread your report before submitting it.Related: Definitive Guide to InternshipsInternship report templateThere are many formats you can use when creating an internship report, but you should always include relevant details about the organization and summarize what you have learned. By Indeed Editorial TeamNovember 23, 2020The purpose of an internship is to develop professional skills in a hands-on environment. The company's mission statement is to [mission statement]. Those instructions might include required content, formatting, due dates and more.Use the following steps to create your internship report:Draft a title page.Create a table of contents.Include background information on the company.Include your position and responsibilities in the internship.Discuss what you learned and the skills you developed.Conclude with ongoing considerations.1. Draft a title pageInclude a title or cover page with your name, class, date and the name of the organization. It should also include an overview of the skills you developed. I particularly found direct interactions with these middle school children to be useful in improving my counseling skills. I worked directly with the school counselor in assessing learning difficulties, assisting teachers with students' behavioral problems and meeting with at-risk middle schoolers.Overview of internship experienceDuring my internship experience with Rogers Middle School, I was able to develop my active listening, planning and treatment plan skills. You may find it helpful to take notes throughout your internship experience to remember any important details. You may also choose to include areas of improvement.You can use the following template when drafting your internship report:Title page[Name][Class][Internship dates][Internship organization]Table of contentsCompany informationInternship descriptionOverview of internship experienceOngoing consideration Company information[Company Name] was founded in [year] with the intention of [details]. Rogers Middle School plays a vital role in the community with after-school programs and weekend tutoring events. In this article, we define the essential parts of an internship report and give you a template and example for writing your own.What is an internship report?An internship report is a summary of your internship experience that many employers require to complete your time at their organization. I will take the lessons and skills I learned and apply them to my next position. Your director may use this report to improve internship opportunities or lessons for incoming students.Related: 10 Ways to Get the Most From Your InternshipWhen is an internship report necessary?Not all educational programs will require an internship report. The internship report is important because it informs your educator of the lessons and skills you learned and the opportunities you had to apply those skills.Your internship report includes relevant details about your intern experience, such as a description of your position with the organization, the tasks you completed and the skills you learned. Doing so will give your reader a more complete overview of your internship and allow you to discuss your accomplishments in the role.5. Discuss what you learned and the skills you developedIn the main portion of your internship report, you will describe the specific things you learned and the skills you cultivated. I would have enjoyed more time completing [task].In conclusion, [details].Related: Intern Resume ExamplesInternship report sampleWhile there are many formats you might choose for your internship report, here is an example with the above template:Title pageJess JonesSchool Counseling Internshipjjan. Include information like the date it was founded, the business's purpose or mission statement, the types of tasks the company completes daily and any other relevant details. The school's mission statement is to expand the educational knowledge of children while also fostering their creative minds. I chose this organization because I find their mission to be important and relevant to my career goals.Internship descriptionMy role at [Company Name] was to [details]. 18. 2019Rogers Middle SchoolTable of contentsCompany informationInternship descriptionOverview of internship experienceOngoing considerationCompany informationRogers Middle School was founded in 1924 to educate the children of Dallas.

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