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JANICE SWEENEY
123 North Street, Portland, OR 97203 | 503.555.5555 | 503.555.5555 | janice@sweeney.com

Dear Mr. Jordan,

I would like to apply for the Wedding Planner position with the Dye Events. I am an organizational and event planning professional with over seven years of helping people to plan their perfect party wedding or corporate meeting. In my role as an independent Event Coordinator, I help plan the event of their dreams and assist in changing everything about to the smallest detail.

I am highly organized and detail oriented with an emphasis on communication as efficiently as possible. I understand the importance of planning a large gathering, from a number of different points of view, such as budget, logistics, and timing. I am happy to help you plan the perfect party, and I will be sure to put together event people who are about and working on my absolute best. I am a professional and I am always ready to help with the needs of my organization. I would be wonderful to be able to bring my unique skills to the team of the Dye Events as your new Wedding Planner.

I hope absolutely no doubt that you will find my experience to be outstanding. Please feel free to contact me to arrange an interview. I am looking forward to meeting you and appreciating your consideration.

Sincerely,
Janice Sweeney

REF: INTRODUCTION LETTER

We are pleased to introduce our reputation in logistics and consequently request you to appoint us your Clearing & Forwarding Agent.

As premier service international Freight Forwarders, we rank second to none in designing logistics infrastructures which provide the best compromise between cost, speed and reliability. This process of designing and executing these logistics plans has earned for the Benairs Logistics the title: **-"Architect of Transport"**.

The target groups of **Benairs Logistics** are those customers for which the standard service of the common forwarding Agents, Airlines and Integrators is not sufficient. We seek to distinguish ourselves by providing the most possible flexibility and reliability in customer service. Our global agency network enable clients to benefit from a package tailored to their individual needs and time requirements.

As an accredited intermediary in your logistics chain, we keep the promise you gave to your customers: **- JUST-IN-TIME.**

Attached herewith is an outline of our company's profile, services and rates quotation respectively.

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Thank you in advance for your anticipated response.

Yours faithfully,

Managing Director.

Embassy of the Federal Republic of Germany
Visa Section
25/F Tower 2, RCBC Plaza,
6819 Ayala Avenue
Makati City 1200

Good day!

I am writing this letter as remonstrance for the rejection of my visa application I received from the German Embassy dated May 26, 2016. My visa application was refused for the reason that my "intention to leave the territory of the Member States before the expiry of the visa could not be ascertained".

Firstly, I have submitted all the documents that you require as proof of "Your rootedness in the Philippines" as an employee. I am a full-time employee of Unilever RFM as a Distributor Development Executive since April 16, 2015. I have submitted and attached in this appeal again all the required documents as proof that I will return to the Philippines after my approved vacation leave: my Certificate of Employment, my Income Tax Return and my approved Leave of Absence.

Thirdly, I will be traveling with my parents, Jose and Maria Yabis, at the same time to visit my brother, DJ Yabis, who lives in Germany. I have not visited my brother who has lived in Germany for the last 3 years, and I would love to visit this year with my parents as we have planned this to be a family get-together in Germany. Our family has NO RECORD of overstaying visas, illegal immigration or any of that sort. I HAVE NO DREAMS of becoming an illegal immigrant. I can even report at your embassy when I come back to show you that I, in fact, came back to the Philippines. I have also attached my parent's visas and my brother's passport and German ID on this appeal.

Thank you so much for considering my appeal and I hope to hear a positive response from you.

Diana Grace Yabis
youremail@gmail.com
0917645xxxx

Photo courtesy of Leo Patrizi/E+/Getty Images In the current digital era, having an email address is essential for everything, from paying your online public service bill to registering you in streaming services or being in contact with friends and loved ones. Email is one of the most widely used forms of communication worldwide, and having an email address simplifies a wide variety of tasks that you could complete online. If you are ready to sign up for an email account, learn how to navigate the process, along with some useful tips on how to choose an effective name and select the service provider appropriate for you. How to Choose an Email Service Most people send emails today using webmail, which is any email service that you can access from an internet browser, instead of downloading a special email software on your end-to-end browser. This is convenient because you can log in to your account and check your emails from almost any device connected to the Internet. There are plenty of different webmail clients out there, with some of the most popular and most popular including Gmail, Outlook/Hotmail, Mail.com and Yahoo! Photo courtesy of Gareth Fuller/PA Images/Getty Images The first big decision you will make when creating a new email account is to select a supplier. Although e-mail clients mostly have the same general purpose, allowing them to send and receive digital messages, they differ in the way they manage your mail, the way they manage your contacts, and the way they manage your calendar. When choosing an email service, you should consider the features and benefits that each service offers, and how they can help you manage your email and your life. For example, some email services offer benefits such as cloud storage and how easy it is to use it feels to you. Your local Internet service provider (ISP) can also have your own email client that you can use as long as you have an account for the company's services. While it may seem appropriate to opt for this, CCGlobal recommends sticking with a free webmail provider instead of your ISP. The e-mail mail interfaces that the ISPs tend to be more complicated to navigate than the web mail, and often do not give much storage space for your messages. If you want to use a new area or decide to switch to another ISP, you will lose all your old messages and contacts, which can be a big problem if you have a lot of information sitting on your input mailbox. What to date with free web mail so you can always keep the same direction. In general, the registration process for an e-mail account is similar throughout the board for popular web mail customers, and it only takes a few minutes. You will start by visiting the client's website, such as Gmail.com or Outlook.com. Look for a button or link with text such as "Create account" or "e-Register" that indicates that it will take you to the page where you can start the process. Photo Courtesy: Microsoft Outlook for Next page. I will add personal information such as your name, date of birth and location. It will also choose the username you want, which is the part of your direction that appears before the extension A: ~gmail.com - © or A@outlook.com.e. It is important here to choose something that is always given, as your name, if you are planning that this will be the main or unique personal you use. It must be a username that you feel comfortable by sharing with your boss, not a game of words or somewhat fashionable you can find embarrassing later. If possible, try to do something easy to remember and pronounce a "Think of how it sounds spoken High voice for those moments when he tells someone your direction. After this, you will select a password. Depending on the client you choose, I could also to enter your phone number for verification purposes. After accepting the terms and conditions of the site and your privacy policy, your new account will be ready. You can log in to your mailbox by visiting your email provider's home page and looking for a link that says "Log in" or "Sign in". Once you are logged in, you can start using your email. It is important to note that you should not want any personal information like other account names and passwords to end up in the hands of a hacker or someone else who can misuse or exploit. Photo courtesy: gradyrese/E+/Getty Images One of the easiest and most effective things you can do to secure your account is to use a unique and strong password. This means that it must be a password that does not use elsewhere, and it must be something complicated - something other people cannot guess about you, such as your date of birth, name or other personal information. It should be at the longest end; do not use anything with just one word and a few numbers, such as "password123." Instead, consider choosing a meaningful phrase as song lyrics or an abbreviation using the first lyrics of each word in a sentence. Another way to secure your address is to set up two-factor authentication if your provider allows it. This process involves completing two separate steps to access your inbox. For example, you will type your password on your inbox start page as the first step.

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