

SAMPLE WRITING PORTFOLIO

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You can find excerpts from my novels *Daughters* and *The Recusant* here:
https://www.amazon.com/Greg-Hanks/e/B00NFCI3IQ/ref=dp_byline_cont_ebooks_1. My next
novella, *Enervation*, will be released soon.

If you would like to read my published academic article, you can find it here:
https://www.academia.edu/35844052/What_Comes_After_Emotional_Abuse_Writing_As_Remedy_in_Bernhard_Schlinks_The_Reader

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ROI DOCUMENT FOR FREELANCE CLIENT

Achieving career success can be a daunting task. You might feel lost or unsure about how to advance or shift your career. In today's competitive job market, it's more important than ever to showcase your skills and experience in the best light possible. The most effective way to do this is through career coaching and resume writing services.

A knowledgeable career coach and comprehensive resume writing services can help you identify your strengths and weaknesses, create a targeted job search strategy, and craft a winning resume and cover letter. Whether you're a recent graduate just starting out or an experienced professional looking to advance to the next level, the information provided in this post will teach you how investing in these services can help you achieve and maximize your career potential.

Introduction: The Importance of Maximizing your Career Potential

The job market has never been so unpredictable and competitive, and with AI emerging onto the landscape, it is no longer enough to simply have a resume and hope for the best. Career coaching and resume writing services offer a strategic approach to developing your career, helping you present yourself in a way that truly highlights your marketable skills to potential employers.

A career coach will help you gain valuable insights into your skills, interests, and values, and how they align with different career paths. You can learn how to set clear and realistic goals, develop a personalized action plan, and receive ongoing support and guidance throughout your career journey.

Resume writing services will help you create a powerful and marketable resume that skillfully empowers your qualifications, accomplishments, and experiences in a way that grabs the attention of hiring managers. Professional resume writers have a deep understanding of industry trends and hiring practices, and can tailor your resume to specific job opportunities, ensuring that it stands out in a sea of applicants.

The return on investment (ROI) of these services is too significant to ignore: increased job opportunity, higher salary potential, and overall career satisfaction. Maximizing your career potential positions yourself for long-term success and growth.

In the following sections, we will explore specific benefits and advantages of these services and how they can help you reach new heights in your professional life.

Understanding the Role of Career Coaching and Resume Writing Services

The benefits of career coaching go far beyond job search support. Coaches act as trusted advisors who take a holistic approach to your career development to help you gain clarity about your career path, explore new opportunities, set goals, and make informed decisions. With such

personalized guidance, and an enhanced discovery of your skills and experiences, you can form effective strategies alongside valuable industry insights, job market demands, and emergent opportunities.

To put these new recommendations into practice, a concise resume is crafted to carefully detail your value to prospective companies. A well-written and formatted resume not only showcases your relevant experience and accomplishments, but also demonstrates your ability to communicate effectively. Professional resume writers know what hiring managers are looking for, and—more importantly—what they're not. A poor resume is often the difference between a fantastic career move and job search silence.

Furthermore, career coaching and resume writing services can provide valuable support during career transitions, such as switching industries or pursuing a promotion. Coaches can help identify transferrable skills, develop a strategic pivot plan, and optimize your resume for a smooth transition.

With a job market this competitive, one needs to be strategic; investing in career coaching and resume writing services is the smartest way to boost your marketability and position yourself as a top candidate.

JOB ANNOUNCEMENT FOR PREVIOUS CLIENT

Perella Weinberg Partners is proud to announce the appointment of CLIENT as Chief Financial Officer and Head of Asset Management, effective February XX, 2023. CLIENT brings a wealth of experience and knowledge to this role, having spent many years working in the asset management industry, focusing on alternative investments, financial and operational management, and governance.

CLIENT'S expertise and passion for the industry make him a valuable asset to the Perella Weinberg team, and we are confident he will significantly contribute to our ongoing success. With his hands-on, owner-operator style, CLIENT will focus on several key priorities across asset management and beyond: ensuring strong financial and operational success, maintaining and enhancing the concentration on governance, and contributing to the evolution of our asset management activities.

CLIENT will report to our CEO, Andrew Bednar, and collaborate with the management team to optimize processes, drive synergy throughout the business, and add bench strength to our team. CLIENT will join x,y,z committees.

This appointment reaffirms our commitment to our investors by bringing additional subject matter expertise to our asset management business. We are thrilled to welcome CLIENT to the Perella Weinberg family, and look forward to his impact.

For more information, please contact us at [contact information].

LINKEDIN ANNOUNCEMENT FOR PREVIOUS CLIENT

As Fall begins, so does a new chapter in my career!

Over these past three years at project44, my leadership journey has skyrocketed.

I've had the opportunity to assume leadership roles across multiple different departments, from Product to People to Operations, acquiring a unique 360-degree view of how a business operates.

I've developed my own playbooks on scaling operations in high-growth environments, managed a globally distributed team of over 100 members, and fostered leadership at all levels each day.

I am sincerely thankful for my time at @project44, to the Network team, and to all the great people who surrounded and led me during my tenure.

With one door closing, I am hopeful and excited about what waits behind the next.

If you are in Amsterdam and interested in chatting about Tech, culture, or growth over coffee, I would love to connect!

PRESS RELEASE EXAMPLE

For Immediate Release

November 25, 2024

Utah Utes Head to UCF for the Season's Last Hurrah

Salt Lake City - The Utah Utes football team is looking to end the 2024 season with a show of force at UCF this Friday, November 29 in Orlando, Fla. Friday's game will be the first time in program history each team has played each other. Kickoff is scheduled for 6:00 p.m. MDT. The Utes, coming off a hard-fought loss against Iowa State, are set to 'probably' start fifth-string Luke Bottari as quarterback, who came out with rallying energy after Isaac Wilson exited with an injury last Saturday. Led by Head Coach Kyle Whittingham, the Utes are determined to showcase their resilience and spirit before closing the season.

With a 4-7 overall record, and a 1-7 conference ranking, the Utes have undoubtedly had a tough season, their first in the Big XII conference. Injuries and unexpected exits have become a staple this fall, including quarterbacks Cam Rising, Brandon Rose, and Sam Huard. For the second consecutive season, the Utes will likely start their fifth-string quarterback. Wide Receiver Money Parks and Tight End Brant Kuithe have also been injured, lending a blow to the Utes' standout athletes.

But the Utes aren't getting discouraged.

"I have no doubt we'll come out fighting," says Kyle Whittingham. "Every game's closeness speaks to the character of our team. I have no doubt we'll come out fighting and try to finish on a high note."

"It's life," Whittingham continues. "We live by our culture, the R.S.M.B (relentless, smart, nasty, ballhawks), we have to fight. We can't fold. We can't give up. Every opportunity we have, every Saturday, we have to fight. Unfortunately, we came up short [with Iowa]. But we'll just keep continuing and getting better."

Game Updates and Streaming

- Fans can enjoy behind-the-scenes coverage and live updates via social media and online at www.UtahUtes.com, [@Utah_Football](#) on X, [@UtahFootball](#) on Instagram, and [@Utah_Football](#) on TikTok.
- Friday's game will be broadcast on FOX, with streaming options available on Fubo.

A Good Defense

Despite complications on the field and the sidelines, the Utes have shown the determination and resolve to come back each week with a sense of excitement and pride. Heading into the final game of the season, Utah still leads the Big XII in third down and first down defense, with third

down defense ranking second in the FBS. Utah also leads the Big XII in possession time, with an average of 32:21 minutes, as well as special team blocks. While the season has had setbacks, the Utes are eager to show the strength of their program, their camaraderie, and their sportsmanship.

About Utah Athletics

The University of Utah's Athletics Department is committed to building and maintaining excellence in both academics and athletics, with a focus on integrity, sportsmanship, and community engagement. Established in 1892, the Utah Utes football team has achieved a winning percentage of approximately 60%, secured 26 conference titles, and boasts a post-season win record of 65%.

In 2004 and 2008, the Utes went undefeated, winning both the 2005 Fiesta Bowl and 2009 Sugar Bowl. More recently, in 2023, the Utes finished with an 8-5 record, and 5-4 in the Pac-12 conference.

Head Coach Kyle Whittingham has helmed the team since 2005, achieving the most wins in program history.

LETTER OF INTEREST FOR PREVIOUS CLIENT

Dear Search Committee,

I am grateful for the opportunity to present my letter of interest to the position of Vice President, Community Partnerships. The Chicago Botanic Garden's mission and Windy City Harvest program resonate strongly with my personal and professional values, especially the "food plus jobs equals healthy communities" methodology employed in helping underserved communities.

My journey within the Lawndale community began when I was just a child, being raised in the yards and Little Village. Since then, I have worked in the lower west, west, and south sides for the majority of my career, allowing me to build a strong network and understand the challenges these communities face daily. I have built my career within and advocated for these marginalized communities, helping individuals build successful professional lives. I am passionate about working for an organization such as the Botanic Garden that shares my desire in helping underserved communities.

My extensive healthcare experience as a high-performing executive, trusted business partner, mission leader, and advocate for marginalized communities aligns with the goals and objectives of the Botanic Garden. I have a proven track record leading cross-functional teams, operations, and community relations at Saint Anthony Hospital, the YMCA of Metropolitan Chicago, the Chicago Park District, and Loyola University Chicago. [you could put something here to the effect of "During my time at X, I had the opportunity to Y, leading to Z. These experiences reinforced my passion etc..."] My enthusiasm for connecting community needs with business development motivates me to build encompassing solutions to challenging problems.

What sets me apart is my ability to understand the criticality of and maintain organizational alignment to mission, vision, and values. I have built effective healthcare operations strategies utilizing years of industry experience, relationship building, and change management expertise. Communication and team collaboration on all levels is paramount in my pursuit of an effective business partnership. Healthcare and community development leadership is not only a career pursuit for me, but a life focus that allows me to affect those I serve with genuine, enduring growth solutions.

Thank you for considering my application. I am enthusiastic about the possibility of contributing to the Chicago Botanic Garden's mission, and believe it would be mutually beneficial to meet, discuss your needs, and show how I can make a meaningful impact.

Please feel free to contact me at the information listed above to schedule an interview. I will follow up with you in the next couple of days regarding this opportunity.

PRODUCT ADVERTISEMENT 1

Description:

Often, it's the small, overlooked productions that create the most authentic taste. Our Single Origin: Columbia Selecto 3 comes from a tiny parcel of an already small farm in the Cauca River Valley. With refreshing tartness, medium body, and herbal aftertastes, Columbia Selecto 3 contains the variety of lasting flavors you expect from authentic coffee at one of our most affordable prices.

Flavor:

The acidity of Columbia Selecto 3's deep red grape and orange give this coffee its kick. A sugary cola texture blends beautifully into the medium, creamy body. To bring your adventure into Columbia full circle, the finish contains the freshness of oregano and sage.

The Source:

Deep in the west of Columbia lies the Cauca River Valley, a verdant mountainous region home to Finca Campo Amor, the little farm from which Selecto 3 plants its roots. Selecto 3 sits at the lowest part of Finca Campo Amor, and we purchase the entire yield annually. Selecto 3's niche micro-climate produces its bold flavors, and we had to make sure it sat on Herkimer's shelves.

Herkimer's Products:

Selecto 3 is just one of our many unique flavors of coffee. We take pride in our personal blends of espresso, drip, and decaf, and are lucky to have more of our Single Origins from Brazil, El Salvador, Ethiopia, and Honduras. Peek at our merchandise to let others know you support high quality coffee and the unique, bold flavors that come with it. We even have a subscription service where you can specify the type, amount, and frequency of Herkimer coffee delivered to you.

Herkimer Coffee:

Herkimer Coffee is designed to ensure your coffee experience is of the highest quality. Our production starts with premium green coffee from traditional farms across the world. These farms practice old, but effective cultivation methods. It's natural. It's complex. And it's this sort of dedication that we want in all our coffee offerings. Not only are we dedicated to our coffee, but to our employees, and to optimal working conditions on the farms. We visit the farms ourselves to ensure only the best practices are in action. We cultivate relationships as intricately and as effectively as our old-world farmers. This sort of meticulous dedication is carried over in our Seattle stores; our staff undergoes continuous training, and our coffee is always freshly brewed the day you order it.

PRODUCT ADVERTISEMENT 2

Description:

The sleek, minimalistic LumaBella Keratin Dual Touch Styler was made for those desiring a more personalized straightener in their arsenal. With a sophisticated heat sensor that automatically detects at-risk areas, and Keratin-infused ceramic plates for additional protection and shine, this Styler ensures precision and versatility.

Heat Sensor:

The top plate of your LumaBella Keratin Dual Touch Styler contains a thin strip of heat sensor technology. The sensors detect unnecessary heat and adjust accordingly. Added heat protection means less breakage, less dryness, and promotes the overall health of your hair.

Keratin Ceramic Plates:

Keratin Micro-Conditioners are infused into each gather of hair that passes through this Styler. The dual plates are equipped with life-time-guaranteed micro-conditioners that provide your hair with added keratin, the natural protein that builds and protects hair. In addition to the keratin infusion, the Styler does not leave behind excess oil.

Additional Heat Features:

Everyone's hair has different needs, so we've provided additional heating features for your benefit: five different temperatures for thin and thick hair ranging from 300 degrees to 450 degrees Fahrenheit; a thirty second heating time for those emergency straightening situations; a Turbo Boost button to immediately activate the highest temperature setting; and, if you've forgotten to turn off the Styler it will automatically shut off after one hour.

BLOG COPY 1

How Does a Card Shuffler Work?

Card shufflers promote fair randomization in all kinds of card games. Whether you're playing with a group of friends or gambling in a casino, a card shuffler takes away the tedium and uncertainty between deals.

To operate a traditional shuffler, place two stacks of your deck(s) on either side of the machine. Next, activate the shuffle by pressing a button (for electric shufflers) or turning a crank (manual shufflers).

The machine shuffles the deck by taking a card from each side and alternating them into a new deck. This can be repeated multiple times to achieve player satisfaction.

There are two kinds of card shufflers: automatic or "batch," and continuous.

- **Automatic "Batch" Shufflers** — These kinds of machines can shuffle a single deck of cards or more depending on the model. Once the shuffling is complete, the machine stops, and you can take your freshly randomized deck to resume your game.
- **Continuous Shufflers** — These models select discarded cards and randomly place them in an active deck. Since cards are not shuffled with the entire deck, continuous shufflers are often less-desirable because some players have been known to "shuffle-count."

Card shufflers powered by computers have also become popular. With more accuracy in its randomization, these electronic shufflers are beginning to be used by casinos.

What Card Shufflers Do Casinos Use?

Casinos rely on a variety of automatic shufflers to provide quick gameplay and help combat unfairness and cheating. Most card tables have built-in electric shufflers.

A popular shuffler model sits flush with the card table surface. Dealers will open the clear plastic cover, place their decks into the receptacle, and press a button to shuffle. These shufflers will often have multiple settings for longer or shorter shuffles.

Casinos also use larger automatic shufflers that can hold many decks. These machines use a slotted turbine, or wheel, to shuffle the cards. Cards are placed in a long tray to begin the process.

When activated, the shuffler feeds the cards into the slotted turbine at random. Once all the cards in the tray have been slotted, the turbine shuffles the cards into a lower receiver. The operator places a plastic container over the receiver into which they push the shuffled decks.

Automatic card shufflers aim to provide casinos with speed, proper randomization, and a fair experience for all players.

BLOG COPY 2

What Is A Walkie Talkie Watch?

Walkie talkies are handheld, two-way communication devices. As the name implies, they provide the ability to communicate while moving.

For World War II, walkie talkies were revolutionary. Now they've become watches.

A walkie talkie watch resembles much of a traditional walkie talkie, only it can be worn around your wrist. Instead of having to carry a handheld device, you can be hands-free.

Walkie talkie watches come in many variations. From complex hiking or scouting watches with added tools, to simpler screen-and-band versions.

There can be simple models that only correspond to its sister watch. There can also be two-way radio versions where you can select from a range of frequencies that anyone can join.

Communicating hands-free, without the need for phone reception, is what make these watches stand out. They can make great gifts for experienced backpackers and kids alike.

How To Use A Walkie Talkie Watch

Using a walkie talkie watch depends on which model you own. Most of the time, using one comes down to a simple button press.

Some watches come with the ability to change radio channels. Others offer additional settings and controls to create a customized experience.

Most walkie talkie watches use a transceiver/receiver setup. This means when you press the "push to talk" or PTT button, you cannot receive simultaneous communication, and vice versa.

Walkie talkies use short-wave radio frequencies to communicate. If you are in the specific model's radius of frequency, you can talk to each other. Some models have antennae that boost the signal for greater ranges.

Walkie talkie watches rely on battery power, so it is important to note as with all watches, the batteries will need replacing. However, some watches come packaged with lithium-ion batteries and wall chargers.

How To Set Up A Walkie Talkie Watch

Setting up a walkie talkie watch can be as easy as holding down a button. Other models come with many features that require cycling through options.

First, you will want to set up your time. Most watches will simply have a "clock" button.

Next you can jump straight into talking over radio. If you're using a standard walkie talkie watch, there is usually a designated "push to talk" button. This button activates your transceiver when pushed.

Some watch models are two-way radios. While these watches have "push to talk" buttons, they likely need an additional long button press to activate the radio.

Walkie talkie watches can have a lot of settings. These can range from different channels, quality of sound and voice, and other modes of operation such as "power save."

You will want to ensure your antennae, if provided, is positioned properly. Adjust the antennae to your liking and as the sound quality dictates.

If you are using a two-way radio model, make sure both of your watches are set to the same channel.

What Is The Walkie Talkie Feature On The Apple Watch?

The Apple Watch comes with a walkie talkie app. To download the app, make sure you have an Apple Watch Series 1 or later, and watchOS 5.3 or later.

The walkie talkie app is conditioned upon using the FaceTime app on your Apple phone. Ensure that you can make and receive FaceTime calls on your phone before downloading the Walkie Talkie app to your Apple Watch.

Once downloaded, you can tap "Add Friends" and select from your phone contacts. You will need to wait until your friend accepts the invitation.

You can streamline friend invitations by selecting "always allow" when you get invited to talk with a friend.

When you want to talk with someone, open the Walkie Talkie app. Next, tap their name. Now you can press and hold the center icon to say something. When you let go, your friend hears what you said almost instantly.

LISTING PACKET COPY FOR TOP AGENT

Marketing is the single most important part of selling a home quickly. Without professional photos, high internet exposure, and well-written remarks, your home does not stand out, nor does it provide home buyers with the best view of your property. Without good marketing, your property could receive low offers and/or hold minor negotiating leverage. Luckily for you, I work for Century 21, the largest global real estate company in the world. We offer huge internet coverage via our company database.

Staging is a real estate term that describes the process of setting up your home for showings. Professional staging companies will rearrange furniture and de-clutter to enhance the home's image. Staged homes often sell faster, obtain higher sales prices, and sets your home apart from the competition. As your agent, I will hire a professional staging company called The Joy of Staging. They offer a wealth of staging advice that can help sell your home!

To further your home's ability to stand out, as your agent, I will create a personal website for your home. Using the home's address, the URL will be specific, short, and easy to remember. Having your own URL makes sharing your home easy! In addition to this website comes a unique text rider sign that will go underneath the main yard sign. This sign will have a short text code that passing potential buyers can text to receive instant information and a link to your home's unique website.