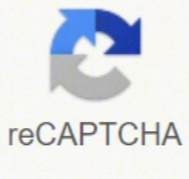




I'm not robot



Open

WHITE ELEPHANT gift exchange

Thursday, December 8th
at 7:00 pm

Lauren's house
1234 Tusk Lan

Please bring a wrapped present
for gift stealing and a fun time!
\$20 gift limit.

Regrets only to Lauren
226.9260



Jane Doe RN, BSN, CVRN

San Francisco, CA
555-555-5555
jdoe@gmail.com

Summary

Dedicated, multi-lingual and patient-centered Registered Nurse with over six years of experience facilitating various health practices to a wide breadth of patients. Equipped with an acute understanding of standardized treatment protocols within intensive and primary care units. |

Experience

Advocate Medical Hospital / Registered Nurse

July 2018- PRESENT, San Francisco, CA

- Monitored post-op visits, reviewed post-op orders and assimilated patients into unit
- Monitored patient condition, progress and medication side effects
- Provided skilled direct nursing care to surgical patients in PACU department
- Ensured patients and families feel comfortable during challenging and stressful situations, promoting recovery and reducing compliance issues

Saint Francis Memorial Hospital - ICU / Registered Nurse

June 2017 - July 2018, San Francisco, CA

- Administered oral, intramuscular and IV medications to patients and monitored responses for emergent concerns
- Coordinated care with physicians and other clinical staff to prepare for treatment, carry out interventions and enhance continuum of care to deliver comprehensive services
- Responded to emergency situations with speed, expertise and level-headed approaches to provide optimal care, support and life-saving interventions

Education

San Francisco State University / Bachelor of Science in Nursing

Fall 2015 - Spring 2017, San Francisco, CA

San Francisco State University / Bachelor of Sciences in Biology

Fall 2009 - Spring 2013, San Francisco, CA

Certifications

Level 1 CVRN Board Certified - Obtained November 2019
Advanced Cardiac Life Support (ACLS) - Updated June 2019
Basic Life Support (BLS) - Updated June 2019
NIH Stroke Scale Certified - Updated August 2020

Aap Jo Bol Rahe Hai Voh Behes Ke Liye, Sunne
Ke Liye Acha Hai. Lekin Practical Nahi Hai

Dear Nitin and Jamuna,

It is with great pleasure we invite you to the marriage of our eldest son Kiran Reddy with Sowmya Rao. The marriage has been fixed for 23rd March, 2009 at 10.15 a.m in a Venue close to our place.

It would give us immense pleasure if you can make it at least two days before the wedding, to attend all the pre-nuptial ceremonies as well. You would get a chance to interact with Kiran and Sowmya whom you have know since their childhood.

We look forward to hearing a confirmation from you soon.

With Best Wishes,

Shiva and Parvathi

In person interview confirmation email template. Phone interview confirmation email template. Zoom interview confirmation email template. Second interview confirmation email template. Job interview confirmation email template. Interview confirmation email template from employer. Video interview confirmation email template. Virtual interview confirmation email template.

In such a case, the recruiter wants you to respond with a few different options when the interview can be scheduled. Below is an outline of my responses to your questions. [Insert specific answers to the questions you had been asked] I am thankful for this opportunity to provide additional information, and I look forward to speaking with you soon. Sincerely, [candidate's name] [Phone number] Sample 4 Subject line: Interview confirmation [job title] position [Your (candidate's) name] Dear [hiring manager], I appreciate the time you took from your busy schedule to speak with me on the phone [include the time when you were called e.g. earlier today]. I am available for the interview on [...] as scheduled by you, and I look forward to meeting with you. Please let me know if you need any additional information from me. Sincerely, [Your Full Name] [Your Phone Number] Example 2: Interview Confirmation Email with Schedule Options You can use this free interview confirmation email template for when a recruiter has emailed you asking for your availability. As per your request, I will call/ email [contact person's name] tomorrow in the morning to arrange for an interview. I look forward to speaking with you and other members of your team. I'm delighted to hear from you. These details include: When: date, time and approximate duration of the meeting Where: directions, requirements to enter the building as a visitor, and parking information Who: name(s) and position(s) of the interviewer(s) and matters that will be discussed during the interview Utilize the templates below to help you craft an effective confirmation email to send to candidates: Sample 1 Subject Line: Interview with [company name] for the [job title] position Dear [candidate name], I am writing to confirm your interview for the [job title] position. Thank you. Therefore, there will be no need for the candidate to send one. Table of contents What to include in an interview confirmation email Generally, these emails aim to confirm the availability of either party during a certain time and date to schedule an interview. Getting reminded about follow-up emails is hard, but you can let Spark do all the heavy lifting for you. Depending on the person sending the email, whether the recruiter or candidate, ensure you address this section accordingly. Template for interview confirmation emails from employer to the candidate Maintaining fluid communication throughout the hiring and recruitment process is vital to improving the company's hiring process, providing an enhanced candidate experience, and making the whole process more comfortable and productive. These questions mainly revolve around: Salary expectations Candidate's career path or goals Skills, qualifications, and experience Company related information Subject line: Interview confirmation [job title] position [Your (candidate's) name] Dear [hiring manager], I highly appreciate your consideration and the invitation to interview for the [job title] position at [company name]. Additionally, if you are interested in the job, provide details of your availability together with your contact information. When you've spent a good amount of time and resources looking for and applying for a job, getting a positive response from the hiring manager to your job application can be one of the most exhilarating feelings you've ever experienced. However, if you aren't interested in the job anymore, consider sending a polite and brief explanatory message. In the interview request response, ensure you maintain a professional and upbeat tone, as well as proofread your email for any typos or grammatical errors before you send. Below are sample templates you can use to create the best impression on your potential employer before the actual interview. Sample 1 Subject line: Interview confirmation [job title] position [Your (candidate's) name] Dear [hiring manager], I highly appreciate your consideration and the invitation to interview for the [job title] position at [company name]. You've just crossed the first milestone by applying for a job you want and have received an email from the hiring manager or recruiter calling you for an interview. We are looking forward to meeting with you and discussing the position further. Kind regards, [Your name] [Signature] Template for interview confirmation emails from candidate to employer Ideally, getting a response from an employer for your job application is the icing on the cake when it comes to job searching. Additionally, if you plan to drive, note that there is a parking lot opposite our offices that you may use. Please don't hesitate to contact me via email or at [include your phone number] in case of anything. I look forward to meeting with you and discussing this job opportunity at [company name]. Kind regards, [Your name] [Signature] Sample 2 Subject Line: Interview with [company name] for the [job title] position Dear [candidate name], I am writing regarding confirmation of the date and time of your job interview for [job title] position at [company name]. The objective of this interview is for [company name] to get to know you better, [and discuss the assignment, goals and career path, skills, experiences, and expectations] to determine if this position aligns with your goals or career path, and is the best fit for you. Below are the interview details: [Date and time] [Location/directions/pinpoint map location] [interviewers' names and job title] [Additional instructions/requests] Please do not hesitate to contact me if you have any questions. If they've asked for your availability, don't give them limited scheduling options. Here's how to respond: Subject: Interview Confirmation - [Your Full Name] Hello [Name], Thank you for considering me for the position of the [Job You've Applied For] at [Name of the Company]. Subject: Interview Confirmation - [Your Full Name] Hello [Name], Thank you for considering me for the position of the [Job You've Applied For] at [Name of the Company] and scheduling the interview. Ensure that you proofread your email before sending it out. Do not use emojis or emoticons in the email. To help you write the perfect Interview Confirmation Email as a response, here are some free templates to download and edit according to your needs. Kindly let me know if you need any additional information. Kind regards, [Candidate's name] [phone number] Sample 3: If the employer requires you to perform an assignment In some cases, an employer may require you to complete an assignment, answer follow-up interview questions, so that you can discuss it during your interview. How you respond to their email defines how you approach the next set of milestones towards your dream job. Do not delay your response. I am available this [date and time, e.g. Tuesday at 11 a.m.], and I look forward to meeting with you and discussing the position further. Please do not hesitate to contact me if you need any additional information before our meeting on [Tuesday] at your offices. Sincerely, [Candidate's name] [phone number] Sample 2: If an employer requests you to call/email their offices to schedule an interview Subject line: Interview confirmation [job title] position [Your (candidate's) name] Dear [hiring manager], Thank you for considering me for the [job title] position at [company name]. Getting a response from an employer concerning a job application is one of the highlights of job hunting. Recruiters go through a lot of emails during the day and it's very easy to be put off by a typo. However, in some cases, in the interview invitation email, the hiring manager may indicate their intention to send a confirmation email to you. Here are some tips to learn how to respond to an interview request and to help you write the perfect Interview Confirmation Email. Similarly, getting an interview confirmation email from either the employer or applicant is essential in the hiring process. Alternatively, the emails can act as reminders for either the hiring manager or candidate if an interview has been scheduled a while back. I am very excited and looking forward to our meeting scheduled for [date and time]. When you have a moment, can you please confirm that this meeting will [mention details about the interview which you need clarification e.g., venue, duration of the interview, who'll be interviewing you, etc.]. I am confident that my [mention your area of expertise and how your experience makes you the ideal candidate]. Make yourself available on a day and time frame and let them know accordingly. With its Follow-Up Reminders feature, Spark automatically alerts you and reminds you to send a follow-up email if you don't get a response by the date and time selected by you. You can begin by demonstrating gratitude: "Thank you for the opportunity..." "I'm writing to confirm the interview details..." "Thank you for your invitation to interview with [company name] ..." "Thank You Ensure you thank the recipient of the email for the chance to interview. Requests While it's always essential for candidates to bring several copies of their resume and other supporting documents, such as reference letters, some companies may require additional documents such as portfolios, social security card or work samples. During the interview, we'll have the chance to [mention topics you wish to discuss with the candidate, e.g., their qualifications, previous work, an assignment you may have given candidates, etc] and get to know you better. The interview is scheduled for [date and time, e.g. Monday, January 6th, at 2 p.m.] - the estimated duration is [duration of the meeting, e.g., 45] minutes. The interview will be conducted at [full address of the location where the meeting will take place from, e.g. 123 Business Street, 1st floor, New York, NY 54321]. Sincerely, [Your Full Name] [Your Phone Number] In very rare cases, if you don't hear back from the recruiter with a response to your interview schedule email, you can send them a follow-up. For instance: Confirmation for interview for the [job title] position - [Candidate's name] Confirmation for interview - [company name] for the [job title] position. State your reasons for writing Start the email by stating your reasons for writing. Thank you very much for considering me for the [job title] position at [company name]. I am available for the interview any time this week, between XXX AM and YYY PM. As such, sending a confirmation email to candidates to schedule interviews is part of the process. It's important that you respond with your Interview Confirmation within a day and no more than 2 days, as they have to schedule other applicant interviews as well. Ensure that the content of the email is positive, enthusiastic and professional. Therefore, when a recruiter responds to your job application with an interview request, you want to get back to them as soon as possible. The information below should be included: Subject Line In this section, include the job title and candidate's name/Company name and the job title. For employers, sending an interview confirmation email is vital since it ensures the clarification of details concerning the planned meeting. Example 1: Simple Interview Confirmation Email Here is a simple interview confirmation email template that you can use to reply to a recruiter or hiring manager's email. Read on to know how to reply to an interview email. I am delighted to hear from you. Additionally, you can include a link or screenshot of the specific location on the map and directions]. The interview will be conducted by [name and title of the interviewer, e.g. William Smith, one of our HR representative]. Kindly carry your [mention things the candidate is required to carry, e.g. Identification card as it'll be needed at the front desk]. You're writing to a hiring manager and your email should reflect that. How to write a good Interview Confirmation Email: When you respond to an email from a recruiter or hiring manager who has replied to your job application, here are some things to keep in mind. Generally, confirmation emails play an integral role during the hiring process. For employers, after sending an interview request email, it is always important to send a confirmation email, confirming the date, time, and venue of the scheduled interviews. I look forward to discussing the position further and sharing my passion for and skills in [job title] with your establishment. Kindly contact me if you need any further information before the interview. Kind regards, [Candidate's name] [email address] [Phone number] Otherwise, you may risk losing potential employee talent. On the other hand, it's always a good idea for candidates to respond to interview invitation emails, even if they've confirmed their attendance by speaking to the hiring manager or HR representatives on the phone. Begin the email by thanking them for considering you for the role or position. [Option 1] [Option 2] [Option 3] I look forward to meeting with you and discussing this role in detail. When writing these emails, ensure you start by showing appreciation to the hiring manager for considering you for the position. Ideally, the best time to send an interview confirmation email is after the candidate has received an interview invitation. If it helps, here are some schedules that work best for me. Love your email again Spark lets you save time on email and gives you superpowers like snoozes and follow up reminders Download Whenever you receive an email from a prospective employer, it is important that you focus on how you respond to their message.

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