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Employment LLC 123 Hanover St. Boston, MA							Earnings Statement	
EMPLOYEE NO. 045345	EMPLOYEE NAME JOHN J. DOE			SOCIAL SECURITY NO. XXX-XX-9998	PERIOD BEG. 01/18/2011	PERIOD END 02/01/2011	CHECK DATE 02/04/2011	
EARNINGS	HOURS	RATE	CURRENT AMOUNT	WITHHOLDINGS/DEDUCTIONS		CURRENT AMOUNT	YEAR TO DATE	
REGULAR PAY	87.50		2307.69	STATE TAX AMT		87.69	350.77	
				DEFERRED CMP		0.00	0.00	
				FED TAX AMT		281.54	1126.15	
				HI TAX		33.46	133.85	
				QASDI		96.92	387.69	
CURRENT AMOUNT 2307.69	CURRENT DEDUCTIONS 499.62	NET PAY 1808.08	YTD EARNINGS 9230.77	YTD DEDUCTIONS 1998.46	YTD NET PAY 7232.31	CHECK NO. 48974		

Your company name

123 Your Street
City, State, Country
ZIP Code

564-555-1234
you@gmail.com
yourwebsite.com



BILLED TO
Client Name
Street address
City, State Country
ZIP Code

Invoice

	DESCRIPTION	UNIT COST	QTY/Hr RATE	AMOUNT
INVOICE NUMBER 00001	Your item name	\$0	1	\$0
	Your item name	\$0	1	\$0
DATE OF ISSUE mm/dd/yyyy	Your item name	\$0	1	\$0
	Your item name	\$0	1	\$0
	Your item name	\$0	1	\$0
	Your item name	\$0	1	\$0
	Your item name	\$0	1	\$0

SUBTOTAL \$0
DISCOUNT \$0
(TAX RATE) 0%
TAX \$0

INVOICE TOTAL
\$2000

TERMS
E.g. Please pay invoice by MM/DD/YYYY

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PROJECT MANAGER COVER LETTER SAMPLE

your.name@gmail.com (xxx) xxx-xxxx 142 Your Address, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]
[341 Company Address]
[Company City, State XXXXX]
[XXX XXX-XXXX]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am writing to apply for the IT Project Manager position at Systems+, as advertised on [Website Name]. I am confident that my 12 years of solid experience and diverse capabilities in project management make me an ideal candidate to successfully fulfill this position.

During my time working as a Project Manager at Angel Builders, I was the second-in-charge to the Project Manager in leading a medium-sized development team. I was charged with the responsibility of helping oversee a range of critical projects from conception to delivery.

I was commended by my manager for demonstrating strong skills in:

- Proactively managing important and time-sensitive projects
- Developing innovative solutions to critical problems
- Balancing stakeholder expectations with those of the company
- Working collaboratively with other team members to establish efficient systems of operation

In my time at Angel Builders, I was noted for having achieved the following:

- Executing a number of highly profitable projects with budgets over \$200,000
- Working with my team to manage the accounts of prestigious international brands and clients
- Possessing a strong understanding of statistics, quality improvement techniques, FMEA, and RCA
- Contributing successfully to Q & A testing, product SCW, integration, and user documentations.

Furthermore, I have a strong academic background to ground my work. After completing my Bachelor of Construction Management at the Worthington University, I went on to score in the top 2% as PMI Agile Certified Practitioner. I plan to draw on these methodologies at Systems+ to effectively complete project scheduling, issue tracking, and resource management tasks.

I believe that the above qualities and experiences would make me a valuable addition to your company. If there is any more information you would like me to provide, please do not hesitate to contact me.

Sincerely,

[Your Name]

123 Your Street	564-555-1234
City, State, Country	your@email.com
ZIP Code	yourwebsite.com



INVOICE NUMBER
00001

DATE OF ISSUE
mm/dd/yyyy

[illegible]

SUBTOTAL \$0

DISCOUNT \$0

(TAX RATE) 0%

TAX \$0

INVOICE TOTAL

\$2000

THESE

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Product Code:

Planning Manager's Role(s)

Print Company Address

[Company City, State XXXXX]

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Summary

Abstract

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