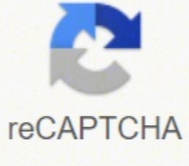




I'm not robot



Open

Dear Hiring Manager,

I have studied all the details about your job posting on Virtual Assistant Project. According to your job description, I understand that you need an expert VA for helping you in your tasks. I have also noticed that you have mentioned about your time. For the records, I have been attached with these types of works for more than six years without any single time schedule problem.

I have finished many successful projects which ones involved web research, extracting email, data mining, Google, Bing, Yahoo, MS Office (Full), Google Docs, Google Document, Google Spreadsheet, AdWords, Analytics, Webmaster, SEO, SMM, EM, SEM, PR, B2B Marketing, Lead Generation, Directory and other related programs.

I can promise you that I will assist you in your task in time with quality work. If you want more details about my working skills and qualities, I request you to have a look on my portfolio and profile. For your comfort of selection, I also have listed many successful projects in my work history area.

I am always available on Email and Skype, in case you want to contact me later. I'm ready to work for 60 hours per week if you hire me once.

Thanks for considering,

Regards

Write down (Your Name Here)

### Sections of a research report

The table below summarises the general headings often used in research or laboratory reports. Check with your lecturer on the headings required for your assignments.

NB Further headings and sub-headings are content based and are particular to the individual report.

Section	Purpose
<b>Title page</b>	Title of report Student name/student number Course/subject Date due
<b>Table of contents</b>	Shows the sections of the report
<b>Executive summary or Abstract</b>	Gives a summary of the whole report. Outlines -purpose, research method, findings, main conclusions and recommendations Mainly past tense Written last
<b>Introduction</b>	Outlines context, background and purpose Defines terms and sets limits of the research The reader/audience can easily identify what, how, why (Mainly uses past tense and can be written later although presented first)
<b>Methodology</b>	Explains how research was done and outlines how the data was collected
<b>Results/Findings may be combined</b>	Presents findings of the research Facts only - no interpretation Uses graphic form (eg, tables & graphs)
<b>Discussion</b> ↓	Presents an interpretation and evaluation of the results. Analyses results - draws together different aspects of the findings, findings of other studies and refers to literature
<b>Conclusion may be combined</b>	Brief statement of what was found
<b>Recommendations</b> ↓	Suggest suitable changes/solutions
<b>Appendix</b> ↓	Attachments of additional information (eg, surveys, questionnaires, glossary etc)
<b>References</b>	All references used



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