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Albuquerque, NM

TO

Mildred Bellah, Recruitment Manager
Central New Mexico Community College
900 University Blvd SE
Albuquerque, NM 87106

Dear Ms. Bellah:

January 23, 2023

Central New Mexico Community College's core values of connection, compassion, and inspiration resonate with my values as a human resources professional. Your unique value-based approach has unsurprisingly made CNM one of the top 5 community colleges in the U.S. That, combined with your defined vision plans, inspired me to apply because my work would make a concrete difference for students and staff.

I believe employee relationships are at the heart of HR, which is why I consistently stress collaboration. One of my most successful collaboration initiatives was at the Blue Light Aquarium. As the assistant to the HR Vice President, I revamped the onboarding process for seasonal hires, implementing face-to-face checkpoints, daily meetings, and fun events to monitor progress, offer encouragement, and build relationships. I also implemented surveys to gauge trainee reactions and areas of concern. Our seasonal employee turnover rate dropped by 12%, and employee satisfaction improved by 19%. Moreover, our summer recruitment improved by 22% based solely on recommendations.

However, I haven't just done big projects; I've seen how "small" tasks go a long way in HR. As the HR coordinator at Meow Wolf, my primary role was administrative. Even in more tedious administrative work, I dedicated myself to ensuring all reports, employee files, and schedules were organized and updated with 100% accuracy and compliance. Through my diligence, employee satisfaction in my department grew by 24%, and productivity rose by 16%. I also helped several employees earn raises after comparing their progress reports to their compensation records.

Overall, I believe there is no hurdle too big or too small when it comes to HR. I hope to ease your HR department's burdens and bring joy to the students of Central New Mexico Community College by assisting with onboarding, employee relations, and administration. Thank you for making CNM one of the best schools in New Mexico, and I look forward to your response regarding my application.

Sincerely,

Derek Annais

ENCLOSURES

Resume; Application; Transcript

Professional Writing For The Human Services

Robert L. Barker



Professional Writing For The Human Services:

A Guide to Writing for Human Service Professionals Morley D. Glicken, 2017-08-01 Straightforward and concise the second edition of *A Guide to Writing for Human Service Professionals* offers students and professionals practical tools to improve their writing. In his animated and highly accessible teaching voice Glicken presents the rules of punctuation, grammar, and APA style in jargon-free language that's easy to understand. Chapters include detailed real-world examples on how to write academic papers, client assessments and evaluations, business letters, research proposals, and reports for mass audiences, requests for funding, and much more. Glicken provides the most comprehensive writing guide available in an engaging and digestible format, including end-of-chapter exercises that allow readers to further practice their writing and critical thinking skills. *A Guide to Writing for Human Service Professionals* is an invaluable resource for current and future human service professionals across social work, psychology, and counseling. Updates to the Second Edition include new writing exercises in every chapter to help current and future human service professionals improve critical thinking and expository writing skills. New discussion on social media writing, cyberslang, and writing articles for the mass media on issues related to the human services. A greater emphasis on the difference between politically correct writing and writing that shows sensitivity to diversity. Expanded coverage of critical thinking and writing, conducting research, and plagiarism. New examples of resume writing, business letters, and reference letters. Expanded discussion of the importance of writing clear mission statements and agency goals.

Professional Writing for the Human Services Linda Beebe, 1993 *Professional Writing for the Human Services* contains NASW's own style and reference guides, production techniques, ethical issues, copyright concerns, and more. Make this the most comprehensive writing guide available for the human services and for all forms of professional writing. Back cover

Applied Social Research Timothy P. Hilton, Peter R. Fawson, Thomas J. Sullivan, Cornell R. DeJong, 2024-04-29 Praise for earlier editions: I have been using this textbook as a required reading for my research class since 2004 because I found the text's coverage of research concepts to be in-depth and easy to read without the technicalities. Ziblim Abukari, PhD, MSW, Assistant Professor, Department of Social Work, Westfield State University. *Applied Social Research* is thorough, well-organized, and clear, making it highly appreciated by my students. Barry Loneck, PhD, School of Social Welfare, SUNY Albany. Discover the practical side of research in human services with this easy-to-follow classic. Make research accessible, relevant, and practice-based. This updated edition empowers students to confidently navigate the entire research process, from problem identification to reporting outcomes, with real-life stories, applied case vignettes, and multimedia enhancements. Highlights include podcast interviews and Technology in Research features. What's New: Extended chapter opening vignettes showing research in action. Technology in Research and Research in Practice boxes explore tools and innovations. Updated Instructor Manual with podcast-based discussion questions and learning activities. Aligned with CSWE 2022 EPAS standards for competency-based education. Key Features: Clear explanations of the research process from

problem solving to data analysis simplifies learning Explore real life stories via practitioner interviews and vignettes in every chapter All chapters close with bulleted main points key terms for review and several types of questions for evaluating competencies and self assessment Understand the link between research and improved services and develop logic based research skills *Effective Grant Writing and Program Evaluation for Human Service Professionals* Francis K. O. Yuen, Kenneth L. Terao, Anna Marie Schmidt, 2009-10-09 A state of the art guide for developing grants with a strong emphasis on using program outcome measurement to underscore need and accountability Based on the authors many years of experience in the public and nonprofit sectors *Effective Grant Writing and Program Evaluation for Human Service Professionals* integrates the topics of grant proposal writing and program evaluation offering grant seekers the practical guidance they need to develop quality proposals obtain funding and demonstrate service results and accountability The authors clearly and succinctly illustrate and describe each stage of the grant writing and evaluation process Problems or issues that arise frequently are highlighted and followed by specific advice In addition numerous real world examples and exercises are included throughout the book to give readers the opportunity for reflection and practice This timely reference incorporates a strengths perspective providing An inside look at the grant writing and evaluation processes with insights from experienced grant writers agency administrators foundation program managers and grant reviewers Specific examples of successful grant proposals and evaluation plans and instruments serving as models for learning and practice Field tested individual and group exercises that facilitate the development of grant writing and evaluation skills Discussion of electronic technology in grant writing and evaluation including writing and submitting grant proposals online and identifying funding sources This grant writing and program evaluation guide follows a needs driven evidence based result oriented and client centered perspective Its authoritative discussion equips human service professionals to effectively develop grants with a strong emphasis on measuring program outcomes *Professional Writing for Social Work Practice* Daniel Weisman, Joseph Zornado, 2026-01-15 Build future ready writing skills with AI DEIA and practice based tools for social work communication This comprehensive guide helps students master professional writing for social work by integrating critical thinking diversity equity inclusion and accessibility DEIA and generative artificial intelligence AI tools Each chapter aligns with social work foundation areas from research to policy practice and more Students develop writing skills for practice through field based examples self assessments and guidance grounded in ethical inclusive communication What s New New chapters on generative AI in writing and EPAS alignment Updated practice examples with DEIA context and GenAI informed edits Revised glossary with updated writing fundamentals and inclusive language Real world writing cases now cross referenced with AI and DEIA sections Key Features Real documents from practice updated for DEIA and AI use with detailed writing process guidance and glossary Builds student confidence and competence in professional writing across all core social work foundation areas Includes self assessments corrected examples AI integration and a syllabus for writing intensive instruction

Coauthored by social work and writing pedagogy experts combining decades of teaching and field experience

Professional Writing for Social Work Practice, Second Edition Daniel Weisman, Joseph L. Zornado, 2017-07-28 This invaluable guide helps social workers develop the writing skills necessary for a successful career. Actual examples drawn from all arenas of social work demonstrate strong and problematic writing. Organized around the core social work curriculum, the book's examples are applicable to every foundation course. Each example begins with field notes and proceeds through drafts to the final version with explanations about corrections. Readers learn by doing through exercises interspersed throughout. Written by a social work and an English professor, the book provides a fusion of writing and practice covering all the tools necessary for developing professional social work writing skills.

Key Features: Provides chapters for each of the BSW/MSW foundational courses: HBSE, Practice, Policy, Research, and Fieldwork to exemplify writing expectations in each area. Juxtaposes original drafts and corrected final versions with explanations about corrections made to highlight common mistakes. Includes writing samples used in actual practice such as research reports, court documentation, grant applications, intake forms, progress notes, press releases, and case assessments that exemplify every day challenges. Provides self-assessments and exercises to help readers identify their strengths and challenges. Highlights typical writing challenges including sentence structure, punctuation, use of voice, and excessive verbiage, and sample resumes and cover letters, providing a valuable lifetime resource. Encourages practice in writing in different contexts and with different audiences to prepare readers for working in any social work venue. Covers legal and ethical issues and writing to influence policy and transmit research findings. New to this edition: Emphasizes writing fundamentals, new Ch 1 by breaking the process into steps from note taking to rough drafts to editing the final version to help students master most writing tasks. Connects critical thinking, new Ch 2, and cultural competency skills, new Ch 3, to writing and infuses this information throughout the book. Addresses CSWE 2015 EPAS and competencies to better prepare readers for writing professional documentation. Discusses the use of the APA style used in social work practice. Provides instructor's resources including Power Points, a sample syllabus, and assignments, tips, and activities for using the book in writing and foundational courses. Designed for writing specific social work courses such as interviewing and documentation, professional seminars, as well as writing modules in all BSW and MSW foundation courses, this book is ideal for anyone interested in strengthening their social work writing skills.

Professional Writing for the Criminal Justice System Jill Harrison, Daniel Weisman, Joseph L. Zornado, 2017-04-21 Underscores the critical importance of effective writing in the justice system and how to achieve it. This user-friendly guide to effective writing for the justice system teaches readers to write cogently and accurately across the spectrum of criminal justice related disciplines. With an examination of common writing problems that interfere with good reporting and documentation, it underscores the importance of skilled written communication as a cornerstone of competent practice within criminology. It provides examples of strong writing that demonstrate communication of cultural competency and help students develop

critical thinking writing skills Of outstanding value are numerous examples of real world writing alongside discussion questions and explanations enabling students to think critically and truly understand what constitutes good writing Actual forms and records used in practice are included along with real world writing examples drawn from all areas of practice police corrections probation and parole services social work miscellaneous court documents and victim advocate services The book s interactive approach to writing includes forms on which students can practice their skills practice tests and chapters organized around the standard curriculum taught in most criminal justice programs Key Features Addresses the increasingly common issue of student deficiencies in cultural competency and critical thinking as they relate to writing skills Offers an interactive approach based on real practice and tied to students interests Includes examples of good and poor writing with corrections and explanations for the bad examples Displays actual forms and records used by law enforcement agencies correctional departments and related organizations Fosters the development of critical and culturally competent writing skills

Occupational Outlook Handbook United States. Bureau of Labor Statistics,2014 Reflects the latest employment projections P 4 of cover

Professional Writing Roger Hiemstra, Ellen M. Brier, 1994 A practical guide for writers who want to be published in educational journals this book offers insights tips and strategies The reader will be able to identify understand and work through the stages of writing and publication processes from prewriting to the completion of the manuscript

Professional Careers Sourcebook Sara T. Bernstein, Kathleen M. Savage, 1995-09 Where to find help planning careers that require college or technical degrees

Human Service Education ,1999

The Social Work Dictionary Robert L. Barker, 1999

Journal of Education for Social Work ,2002

Guide to Reference Books Robert Balay, Vee Friesner Carrington, Murray S. Martin, 1996 Presents an annotated bibliography of general and subject reference books covering the humanities social and behavioral sciences history science technology and medicine

Subject Guide to Books in Print ,1997

Human Services Professional Education Joann Chenault, Fran Burnford, 1978

Communicator ,2002

The Cumulative Book Index ,1994 A world list of books in the English language

Barron's Guide to Graduate Business Schools ,2001

Successful Grant Writing Laura N. Gitlin, Kevin J. Lyons, 1996 Designed for health and human service professionals in academic and practice settings this book will assist inexperienced grant writers as well as those who have had some success but would like to expand their knowledge of grantsmanship Organized into five parts the book includes effective strategies and work models that are appropriate for professionals who have different growth needs and opportunities for funding The appendixes contain helpful materials including a list of key acronyms examples of time lines and sample budget sheets The strategies in this volume will be beneficial to individuals and departments in academic clinical or community based settings

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