**Assignment 2**

Harpreet Singh

Community Studies

JUST1301: Professional Report Writing and Presentations

Prof. Thomson

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**Harpreet Singh**

**Career Portfolio**

JUSTICE STUDIES, BOW VALLEY COLLEGE

JUST1301: Professional Writing and Presentations

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# Personal bio

I am a student at bow valley college perusing Justice studies with a specialization in law enforcement. I am also working as a quality control in charge at Tempur Pedic. I also volunteer at YMCA as a Hocky Coach. I have been part of the student council in my high school and have won many certificates in Quizzes and inter school competitions. I have many other professional certificates such as CPR and first aid and many certifications dealing with young children and challenged people. I am very committed to my goals due to that I have invested a lot in my self on an invested level which involves an organised living and make sure the decisions I am are ethical. Due to this I am very liked and favored by my higher authorities. With being organised I am very efficient and have a lot of experience with team work. In the past few years, I have been very praised for my quality and effectiveness work and for my efforts made in of the work I was involved in. As I mentioned I am working and studying together with volunteer it does get busy but do find some time for my interests. Some of my hobbies involve going to gym and going to shooting range. Overall, where I am involved, I make sure I find a right place to fit and help in a smooth and effective working of the workplace. I am very positive and person with a cheerful nature with nature which very keen to learn new things.

# Progress Report

# Sample Workplace Correspondence

# Cover Letter

# Resume

# Sample Follow-Up Email