

POWER OF ATTORNEY FORM EXAMPLE:

Powers of Attorney.

Article 1.

Statutory Short Form Power of Attorney.

Statutory Short Form of General Power of Attorney.

The use of the following form in the creation of a power of attorney is lawful, and, when used, it shall be construed in accordance with the provisions of this Chapter.

"NOTICE: THE POWERS GRANTED BY THIS DOCUMENT ARE BROAD AND SWEEPING. THEY ARE DEFINED IN CHAPTER 32A OF THE NORTH CAROLINA GENERAL STATUTES WHICH EXPRESSLY PERMITS THE USE OF ANY OTHER OR DIFFERENT FORM OF POWER OF ATTORNEY DESIRED BY THE PARTIES CONCERNED.

State of _____.

County of _____.

I _____, appoint _____ to be my attorney-in-fact, to act in my name in any way which I could act for myself, with respect to the following matters as each of them is defined in Chapter 32A of the North Carolina General Statutes. (DIRECTIONS: Initial the line opposite any one or more of the subdivisions as to which the principal desires to give the attorney-in-fact authority.)

- (1) Real property transactions _____
- (2) Personal property transactions _____
- (3) Bond, share, stock, securities and commodity transactions _____
- (4) Banking transactions _____
- (5) Safe deposits _____
- (6) Business operating transactions _____
- (7) Insurance transactions _____
- (8) Estate transactions _____
- (9) Personal relationships and affairs..... _____
- (10) Social security and unemployment _____
- (11) Benefits from military service _____
- (12) Tax matters _____
- (13) Employment of agents..... _____ (14) Gifts to
charities, and to individuals other than the attorney-in-fact .
..... _____
- (15) Gifts to the named attorney-in-fact _____
- (16) Renunciation of an interest in or power over property to benefit persons
other than the attorney-in-fact..... _____ (17)
Renunciation of an interest in or power over property to benefit
persons including the attorney-in-fact _____

(If power of substitution and revocation is to be given, add: 'I also give to such person full power to appoint another to act as my attorney-in-fact and full power to revoke such appointment.')

(If period of power of attorney is to be limited, add: "This power terminates ____, __')

(If power of attorney is to be a durable power of attorney under the provision of Article 2 of Chapter 32A and is to continue in effect after the incapacity or mental incompetence of the principal, add: 'This power of attorney shall not be affected by my subsequent incapacity or mental incompetence.')

(If power of attorney is to take effect only after the incapacity or mental incompetence of the principal, add: 'This power of attorney shall become effective after I become incapacitated or mentally incompetent.')

(If power of attorney is to be effective to terminate or direct the administration of a custodial trust created under the Uniform Custodial Trust Act, add: 'In the event of my subsequent incapacity or mental incompetence, the attorney-in-fact of this power of attorney shall have the power to terminate or to direct the administration of any custodial trust of which I am the beneficiary.')

(If power of attorney is to be effective to determine whether a beneficiary under the Uniform Custodial Trust Act is incapacitated or ceases to be incapacitated, add: 'The attorney-in-fact of this power of attorney shall have the power to determine whether I am incapacitated or whether my incapacity has ceased for the purposes of any custodial trust of which I am the beneficiary.')

Dated _____, _____ .

Signature (Seal)

STATE OF _____ COUNTY OF _____

On this _____ day of _____, _____, personally appeared before me, the said named _____ to me known and known to me to be the person described in and who executed the foregoing instrument and he (or she) acknowledged that he (or she) executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

My Commission Expires _____.

(Signature of Notary Public)
Notary Public (Official Seal)"

COVER LETTER EXAMPLE:

Mr. John Smith
4013 Marvel
Memphis, TN 38116
901-346-9999

January 30, 2014

Ms. Carla Thomas, RN, PHN, BSN-BC
Director of Nursing Services
Forest Hill Behavioral Center
6000 Birch
West Memphis, AR 72031

Dear Ms. Thomas:

Attached is my resume' expressing interest in your position of **Quality Assurance Nurse** at OakRidge Behavioral Center. My **30+ years' experience** in the field of **healthcare** can be an asset to the center's needs.

My **integrity** has been reflected in the management of nursing staff, **healthcare processes** and maintaining patient **standards**. Having high **work ethics** has enable the timely **execution** of internal **audits**, investigative incident **reports** and patient satisfaction **surveys**. By **proactively** performing with **nursing expertise** has kept **quality healthcare matters** at the forefront at all times.

This position will be able to capitalize from my computer skills, **leadership ability**, employee motivation **methods** and **outstanding** nursing care performance. The opportunity to **assess**, review, **monitor** and maintain the nursing of **behavioral services** will be approached with **diligence**.

My personal **characteristics**, experience and **education** combined make me an even stronger candidate for the position **Quality Assurance Nurse**. Therefore, I look forward to your interview request. I may be contacted at **901-346-9999**.

Sincerely,

John Smith
Director of Nursing

Attachment

RESUME' EXAMPLE:

Melvin Hill

Resume'
POSITION APPLIED FOR: Driver

2444 Downy
Barlett, TN 38101
(901) 456-7893
(901) 456-7895

OBJECTIVE

To obtain a career position in Delivery Driving.

QUALIFICATION

Experience in supervision and 27 years+ as a Driver with CDL Class A Drivers License.

EXPERIENCE

 Works City of Memphis

Date	Position	Job Responsibility
1993-2013	Supervisor	Provided direction to 3 Crew Leaders whom were over 14 Drivers. Instructed these employees in the responsibility for operations and maintenance of the Transfer Station. Made assignments for trucks to and from landfills. Completed paperwork for specific addresses and items. Attended classes: CPR, Sexual Harassment, and Basic Computer.
1967-1993	Truck Driver	Transported items to the landfill. Driving included up to 4-5 trips per day. Worked well with team of fourteen (4). Followed instructions as directed.

EDUCATION

Date	Place of Learning	Qualifications
1957	Booker T. Washington High School	Major: Math

REFERENCE

 Available upon request.

Jaurel Polls

jaurelpolls@gmail.com Home 901-766-9000; Cell 901-747-9248

Career

Objective: To obtain an **At-Home Advisor Pro** part-time career opportunity to technically support customers of Apple products.

Education: Fall, 2000 LeMoyne-Owen College Memphis, TN
Bachelor of Business Administration

Fall, 1997 Southwest Tennessee Community College Memphis, TN
Computer Engineering and Electronic Technology

Associate of Applied Science **Minor: Computer Programming**

Spring, 1987 Southwest Tennessee Community College Memphis, TN
Business Management Associate of Applied Science **Minor: Accounting**

Performance Capabilities:

- Made computer administrative and system changes on site and remotely.
- Documented and addressed user concerns for non-technical and technical issues.
- Troubleshoot hardware and software problems, resolved problems and implemented desired outcome.
- Communicated with all levels of management verbally and in writing.
- Achieved high ranking level of customer service contact.
- Provided on-call and remote support 24-7.

Accomplished

Performance: August 2001 – April 2012 - **Computer Software Specialist II IT-CIS/ and Telecom Specialist to Customer Care Center**
Memphis Light Gas & Water Memphis, TN

- **Monitored and documented the ACD call accounting Siemens technology equipment (Telephone Switch, BusinessView Composer and Observer, report statistics, server network status, on call support and other support hardware service interruptions.**
- **Administrator and made systems changes to HiPath ProCenter, Blue Pumpkins call accounting software to route call types, on call supports, developed workforce management and generated quarterly work schedules.**
- **Spitfire predictive dialer – programmed to contact customers with special scripts developed and related to bill and bill payment reminder.**
- **Customer Information System and IVR design specification development, translated test results to users and programmers.**
- **Produced training material, technical guides and trained end users.**
- **Interacted with various departments internal and external and surveyed internal customers.**

Other work experience with Memphis Light, Gas and Water:

1998-2001 Payroll Service Rep II – Payroll

1982-1998 Secretary: Systems Operations, South Service Center, Management Services/Industrial Engineering 1980-

1980-1982 Streetlight Scheduler – Electric Distribution

THANK YOU LETTER EXAMPLE:

Mrs. Moriah Carey
3000 Drew Rd
Memphis, TN 38112
901-346-7676

July 3, 2014

Mr. James Brown, Manager
Residential Contact Center
Memphis Light, Gas & Water 220
South Main St.
Memphis, TN 38101

Dear Mr. James Brown:

Thank you for meeting with me Wednesday, July 3, 2014, to discuss the Workforce Analyst position. I enjoyed our conversation and I am very excited about the possibility of joining your team.

I know what it requires to operate a busy and successful call center office. In my last position as a Workforce Analyst for Medco Company, I helped manage all aspects of the operation, including but not limited to handling tasks such as workload forecasting, analysis, customer service, scheduling, report preparation and ongoing communications with the management team.

You mentioned that you need an assistant/analyst who has strong “people” skills and this is an area in which I excel. At Medco Company, I helped the Manager build a loyal and skilled workforce team base by consistently providing internal and external excellent service.

I don't see the Workforce Analyst role as a punch-the-clock, 9-to-5 job; I will be your “right hand” -- helping you manage the day-to-day operations, volunteering for special projects, and ensuring that MLGW is positioned for growth and increased service to their customers.

Again, thank you for considering me for this exciting opportunity and job opening. Please feel free to call me if you need additional information, have any questions or would like to offer me the job! My contact number is 901-346-7676. Thank you for your time and I look forward to hearing from you soon.

Sincerely,

Moriah Carey

Cc: Mary James