

English Composition Test

General English Composition

Name

JANINE DESSA NAVARRA

Date

03/22/2017

What made you apply for the position?

I initially applied for the Booking and Reservations Representative but I was made aware that there was an opening for the Admin Assistant. I am keen on multi-tasking and I am quite organized as well. I believe I can put my previous skills to use.

Why do you think you are suitable for the position?

I have a background in management, customer experience, conflict management and administration from my previous workplaces. With my experience, I can put my skills to use and provide Pathcutters the resource it needs.

If you could travel anywhere in the world (for a holiday), where would you go and why (at least 80 words in length)?

I would love to go to New Zealand for a holiday. The idea of spending a holiday at the tourist spots where the movie "Lord of the Rings" was filmed is exciting. Plus, getting the chance to see nature at its finest when it comes to the mountains and scenery, is already a bonus. There is nothing better than visiting a cold and natural terrain that remains untouched and preserved. New Zealand is not just all about cows and Kiwis.

If you could meet anyone in the world, who would it be and why (at least 80 words in length)?

If I could meet anyone in the world, I would love to meet Elon Musk. Meeting the co-founder behind some of the most technologically advanced companies in the world would be an exhilarating moment. Meeting him would mean I would get first-hand advice on how to process innovation and invention. Picking the brain of the man who built SpaceX, Tesla, and Hyperloop is such an exciting opportunity. If I were given the chance to meet him, I sincerely want to sit down and ask him about his plans to put human residents on Mars.

What is your favorite form of social media? (at least 80 words in length)?

My favorite form of social media is Twitter. Twitter is a different type of social media platform than that of Facebook's. Twitter allows its users to post a particular shout out or tweet with a limited number of characters. This addresses the attention span of the people reading the tweet. Studies indicate that the attention span of today's readers are about 8 seconds. It also makes the user think of a witty post that is short enough to get people's attention but retains a lasting memory or effect.

iPhone or Android and Why? (at least 80 words in length)?

When it comes to choosing a smart phone, I prefer an Android device. There are two factors to my decision. First, when it comes to the tools and other add-on devices, Android phones are much more flexible for hardware modifications. Whereas iPhones generally limit the hardware to its own brand. Second, when it comes to the software, there are more app developers who are much more versed on the Android platform. Basically, an Android phone is a much more universal platform for users and developers.

Answering a Support Ticket

I am unable to open the Excel spreadsheet that you sent me yesterday (designed in Office 2007). I am currently using Office 2003. Can you please let me know how I can open the spreadsheet?. -

Jenny

Hi Jenny,

I'd be happy to help you with your concern. I've attached a file that is formatted to your current format (Office 2003). You should be able to open the Excel file, now. Let me know if you have any other concerns and I'd be

glad to help. Have a great day!

Regards,

Janine

I've been trying to log-in to my account for hours. It says Username or Password incorrect. I am 100% certain that I am entering the correct info. Do you know why this is happening? - Chris

Hi Chris,

I apologize for any inconvenience this may have caused you. I'd love to help you with this but for account security reasons, it is best to reset your log-in information. I have personally reset it on my end. You should receive an email containing certain instructions on how to proceed next.

In the future, if you are experiencing the same issue, you may also reset your log-in information on the website via the link under the log-in fields.

Regards,

Janine