

OLIVIA WILSON

Address | Mail | Website

SUBJECT: THANK YOU LETTER

Dear Ms. Lee,

I would like to thank you for the invaluable support you provided to me during my recent career search.

When I began this search, I had very little idea how to go about it – or, especially, how to network to discover new job opportunities. The information and advice you gave (and, in particular, the list of contacts you shared with me) made all the difference in helping me to focus my job search.

I'm happy to report that I have just accepted a new position with Leramax Auto! Again, thank you so very much. I greatly appreciate your generosity.

Sincerely,

A handwritten signature in black ink that reads "Olivia Wilson". The script is fluid and cursive, with the first letter of each name being capitalized and prominent.

Olivia Wilson
(Mail)

OLIVIA WILSON

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CHEMICAL ENGINEER

A practical Chemical Engineer with Significant Experience in Process Designs, I have worked with some organizations, ensuring a grounded approach to my profession.

WORK EXPERIENCE

Policy Manager | Lexramax Inc

Oct 2020 - present

- Formulate and review policies as regards Industry Improvement
- Create a functional and technical application of set policies

Quality Control Engineer | KrystaPointe Water

Jan 2019 - Sept 2020

- Collect and Analyse water samples from different stages of Production
- Make Recommendations on Improvement based on my analysis
- Supervise Implementations of Recommendations

SKILLS

- Effective Time Management
- Creative Problem-Solving
- Active Listening
- Efficiency Under Pressure
- Critical Thinking
- Talented Customer Services

EDUCATION

MAsc Process Engineering | Dandilton

Oct 2017 - Sept 2018

- Studied Process planning, coordination, and efficiency
- Worked with various industries on launching efficient Process Systems

BEng Chemical Engineering | Royal Clickton

Jan 2012 - Sept 2016

- GPA: 3.19
- Minor in Process Management
- Thesis in Modelling and Analysis of Process Efficiency in a Cement Plant

INTERESTS

- Simulation Design
- Chess
- Volunteer Work
- International Affairs
- Particulate Matters
- Football

AWARDS

- Most Innovative Employee of the Year, LexraMax (2020)
- Overall Best Employee of the Year, CrystaPointe (2019)
- Project Leader, Dandilton (2018)