Task 1

[Name of the Writer]

[Name of the Institution]

Cover letter for Job

Dear Sir/ Madam,

This letter is to express my interest for the position of Registration Supervisor at your organization. I consider myself to be a hard worker with integrity. I would like to take an opportunity to submit my resume for the above-mentioned position in your esteemed organization. Hereby I have attached my resume, describing all my capabilities, which would be an asset to your organization.

My resume highlights my ability, knowledge, and expertise in management. During my tenure with various organizations, I was able to use the resources and knowledge available to me to sustain a growing business. Highlights of experience and demonstrated talent I would bring to your organization includes:

An administration and HR professional with nearly 1 year of experience in multifunctional roles across ascertaining HR best practices, identifying business problems, formulating tactical plans, initiating change, implementing effective HR programs, managing modern HR systems.

Skilled in creating innovative HR strategies and formulating administrative policies for accelerated growth of the organization. Highly motivated and resourceful Administration Professional having the expertise in mobilizing and managing diverse contingent of manpower and materials resources in highly demanding situations.

Additional capabilities are listed in the enclosed resume. Since I am currently seeking new challenges, I will be obliged to get an opportunity to discuss your needs and my potential contributions. If you have any questions, feel free to contact me at the number listed below.

Thank you for your attention.

Sincerely,

 Kortni

Dear Robbin,

I am writing to invite you to the monthly meeting on 31st March 2019 between 11 am to 2 pm at the head office.

 The purpose of this meeting is to discuss the sales progress, targets, customers concerns, your queries, and discuss future objectives. Mr. Smith our marketing manager will discuss the overall performance of the company, monthly sales, and sales of each distribution point.

Your presence is essential because the company is changing its existing marketing policy. So your opinion will be a greater contribution to new business policy.

Be kind to confirm your presence in the meeting. The meeting is in-person so the presence of every member is a must.

If you have any query to ask, please do not hesitate to contact me. Agenda of the meeting is attached to this email. Please bring the agenda in hard format to the meeting.

Your Sincerely,

Kortni

Admin officer

Shine Garments LLC.

Cultural Sensitivity

Globalization has provided opportunities to businesses to expand its market and operations to other countries. The foreign direct investments, import, export, international trading, and outsourcing became easier, and many countries have opened their borders for foreign investors. It also provided opportunities for people to work as an expatriate for handsome earning and professional exposure. Many organizations have employees of different ages, genders, race, countries, and religions (Mizock & Lundquist, 2016). They share different cultural values, languages, and behaviors. Cultures define the approach of people to perceive the world differently. For a better communication one should learn the cross-cultural differences and its sensitivities. In some developed country people around the world come for work to earn money for their families. They share different norms, values, and beliefs. Before meeting one should know about the norms and cultural values of its client. To greet your client according to their culture, the client will be delighted with it.

 Some actions and statements are acceptable in one culture while in other culture these are not appreciated. To address these challenges the cross-cultural communication protocols are essential to understanding. Its primary step is to learn how to meet a person, how to greet him, and what are the business Etiquette in their countries. The dressing, handshaking, and discussion, in every aspect there are some cultural requirements. For instance, the cultural values of the Chinese and Americans are quite different. For instance, Chinese and Japanese people live together and depends on each other. They live as a group, while Americans mostly celebrate alone. Chinese give more importance to the hierarchy and they respect more their elders, while American companies have much flatter structures. All the workers are treated the same regardless of their position. Chinese prefer direct communication and discuss the issues directly without any ambiguity. While Americans first search a common ground, first they talk about common things like age, income, marital status. In some cultures arriving late for a meeting is not accepted while in other cultures it doesn't matter. Understanding the culture of your client, and treat them according to their culture is found more effective to impress the client and win the project or a deal. The cultural sensitivity does not mean that you must have the knowledge of all the cultural values, but simple you accept and respect other's cultures and their values. Large organizations nowadays provide the cultural sensitivity trainings to their workforce to avoid any disputes and differences in the workplace. For instance, NIKE has most of its brands according to diverse customer based services. The businesspersons find the cultural understanding between himself and the business partner to whom the meeting is fixed. It allows both of the partners to understand each other in order to have a more effective meeting and gets its fruits soon. Business is something that is based on profit and loss, and it believes in the cost and benefit analysis. However, we are humans and the emotions can never be extracted or denied. All our decisions must be based on the cultural values of our clients (Kohlbry, 2016).

 There are many countries around the world they share different cultural values, norms, and believe. The USA is the land of opportunity, and it has been the opener for all the immigrants from centuries. People from different countries have different cultures, norms, and values. For successful business meetings and deals, the businessperson should consider the role of cross-culture communication. There are many business rules and standards in different countries. It is not easy to learn all, however showing respect to other's cultures and values, and keeping interests to learn their customs can reduce the sense of differences.

References

Kohlbry, P. W. (2016). The impact of international service‐learning on nursing students’ cultural competency. Journal of Nursing Scholarship, 48(3), 303-311.

Mizock, L., & Lundquist, C. (2016). Missteps in psychotherapy with transgender clients: Promoting gender sensitivity in counseling and psychological practice. Psychology of Sexual Orientation and Gender Diversity, 3(2), 148.