

# Certificate of Completion

This Certificate is presented to

**Hailey Hammond**



## **Business Communication Simternship®**

Completed on: **November 13, 2024**

This certificate signifies experience:

- Identified references and crafted messages
- Created resumes and cover messages
- Created post-interview messages
- Conducted peer and self review
- Dissected job opportunities
- Participated in employee interviews
- Explored professionalism and communication best practices
- Responded to questions about business communication