

Free Samples From HOW TO WRITE ANYTHING

Laura Brown



Sample Résumés
and Cover Letters

How to Write Anything

Laura Brown



Wedding
Poems

How to Write Anything

Laura



Sample Obituaries

How to Write Anything



Laura Brown, PhD.

Author of

**How to Write Anything:
A Complete Guide (WW Norton)**

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About The Author



Laura Brown, PhD

Laura Brown, Ph.D., has taught writing to just about everyone—from corporate executives to high school students—in her thirty years as a business writing coach. She’s the author of the Amazon #1 bestseller [How to Write Anything: A Complete Guide](#) (W. W. Norton, 2014) and [The Only Business Writing Book You’ll Ever Need](#) (W. W. Norton, 2019). Laura has provided customized coaching in business writing and consulting on a variety of business writing projects, with clients among the Fortune 500, major business schools, and major global consulting firms. Her clients have included AOL Time Warner, Citigroup, DHL, Dun & Bradstreet, the Ford Foundation, Hay Group, Morgan Stanley Smith Barney, Prudential, TMP Worldwide, and Warburg Pincus, among others.

Laura also has an extensive background in college writing teaching and online course design. She taught composition, literature, and business and technical writing at Columbia University and Iona College and developed a series of online writing courses for Columbia Interactive.

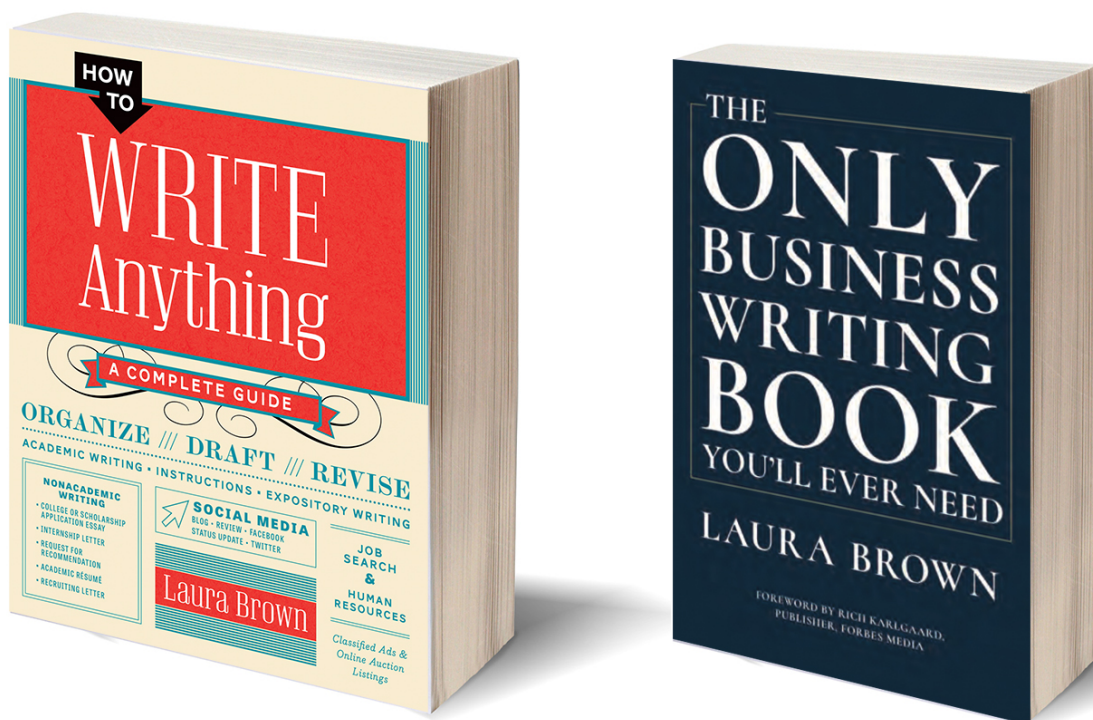
Laura has special expertise in working with clients who are not native English speakers and specializes in helping executives from other countries adapt to American business writing conventions. She served for three years as English Communication Advisor for the Wharton School’s Global Chinese Business Initiative. She has also worked with global companies developing programs to facilitate communication between their US and India employees.

In addition to training and coaching, Laura is an accomplished writer, with extensive experience writing white papers, case studies, articles, and Web content for clients. She has also worked as a ghostwriter and collaborator on business books on topics from marketing to management to e-commerce to commercial real estate.

Laura holds an M.A. in Drama from the University of London and a Ph.D. in English and Comparative Literature from Columbia University.

Books by Laura Brown

[How to Write Anything](#) is an Amazon #1 bestseller designed to be the only writing guide you and your family will ever need. The book offers a unique approach to the writing process, plus step-by-step guidance on everything you'll ever have to write: work e-mails, thank-yous, invitations, apologies, congratulations, proposals, term papers, social media postings, resumes, cover letters, press releases, science reports—nearly 200 different entries on nearly every writing topic you can think of. For each entry, you get a how-to, a model outline, dos and don'ts, and samples you can use right away. As *Entertainment Weekly* puts it, “the title truly says it all. This massive, comprehensive how-to guides you through the process, complete with visuals.”



[The Only Business Writing Book You'll Ever Need](#) is a comprehensive guide for real-world business communication and success in the workplace. It delivers a supportive, no-nonsense approach to writing at work. At once a how-to and a reference book, it addresses a wide-ranging spectrum of business communication—from confident project proposals, to the etiquette of e-mailing and instant messaging your co-workers, to crafting the perfect PowerPoint presentation. Included are practical examples and a straightforward seven-step method you can apply to all forms of writing and communication. Designed to save time and boost confidence, this foolproof method will help you strengthen business relationships, promote your business and yourself, find employment, and more.

Complete with reliable guidelines for writing for mobile platforms and easy-to-use resources on self-editing, overcoming writers block, and the most common grammar and punctuation questions, *The Only Business Writing Book You'll Ever Need* offers you essential tools for success in the rapidly changing world of communicating at work.

Sample Résumés

Sample résumé

Sandy Egan

19 East Jerome Street #4A
Brooklyn, NY 10022
718.800.9999
sandy.egan@bunonline.net

Objective

A position as an administrative or executive assistant where I can use my organizational skills

Work Experience

Administrative Assistant

Stern School of Business, New York University *2011-present*

- Coordinate logistics for internal and external meetings, including scheduling, booking rooms, preparing materials, and arranging conference calls
- Oversee and transmit internal and external communications
- Send thank-you letters to donors; notify faculty of incoming gifts; log gifts in database
- Deliver documents between and among divisions and departments.
- Assist in creating reports and other documents; create PowerPoint presentations
- Handle reimbursements and travel arrangements; process expense reports
- Process and follow up on invoices in University-wide accounting systems
- Supervise one work-study student assistant

Program Assistant

The Willet School, Brooklyn, New York *2010-2011*

- Provided diverse support services for independent school staff and faculty
- Assisted alumni relations and development office
- Assisted in archiving of research data from parent and alumni surveys
- Assisted teachers in ordering books
- Scheduled classrooms each term
- Filed, scanned files, sorted and delivered mail

Teaching Assistant

PS 127, New York, New York *2008-2010*

- Provided assistance to three elementary school teachers
- Maintained classroom supplies and organized storage areas; assisted with book orders
- Worked on classroom setup at the beginning of each year
- Provided in-classroom support during special projects and events; helped plan events

Assistant

YMCA of Brooklyn *2005-2008*

- Provided general assistance to Director and staff
- Maintained rosters for voluntary classes
- Planned meetings and took meeting minutes
- Set up meeting rooms and AV equipment for presentations and meetings.
- Handled phone calls and walk-in inquiries; worked with community volunteers

Education

Brooklyn Community College, AA Communications, 2005
William Dunbar High School, 2003

References available on request

Shelley McDonald

876 West 183rd Street, Apartment 9B

New York, NY 10039

610-334-4242 • shelleycbmcdonald@gmail.com

Summary: Experienced communication and development professional with extensive non-profit expertise.

NYUA in the City of New York New York, NY

Associate Director, Annual Fund Programs (August 2007 to present)

Member of a six-person direct marketing team, with primary responsibilities for direct mail, e-mail, stewardship, and student calling on behalf of the Graduate School of Arts and Sciences, NYUA Athletics, NYUA University Libraries, and the Chen Foundation for Engineering and Applied Science.

Oversee direct mail campaigns, from initial concept to writing to final printing and mailing, for more than 100,000 alumni and friends. Work with print, web, design, and e-mail vendors. . Organize alumni fundraising and stewardship events, including:

- o End-of-year thank-you reception featuring The Honorable Ben Smith
- o Fellowship receptions for donors of \$100,000+ to the Graduate School
- o Graduate School of Arts and Sciences reunions and events, featuring speakers, departmental lectures, and cocktail receptions

Responsible for forecasting, marketing plans, budgeting, data management, and reporting

United Friends School Henkintown, PA

Director of Communications (July 2004 to June 2007)

Member of the development office, with primary responsibility for communicating and upholding the mission of a Quaker day school (grades pre-K to 12) founded in 1697. Communications efforts helped increase alumni participation by seven percent and increase revenue by thirty percent over three years.

Responsibilities included:

Editor of semi-annual alumni magazine, Pine Leaves, and monthly parent newsletter, *ActNews*

Oversaw content management and overall design for school website, www.unitedfriends.net

E-mail and print communications to parents, alumni, and donors

Production of other printed materials, including school directory, annual report, calendar, invitations, postcards, admission view book, capital campaign brochures, and auction catalog

Coordinated all public relations, including contact with local press

Development Office Manager (November 2003 to July 2004)

Managed daily operations of the development office. Responsibilities included maintaining Clear's Edge database; coordinating annual fund campaign; writing grant proposals; donor acknowledgment letters and other correspondence. Worked closely with finance office to monitor fund goals and gift allocation, generate financial reports. Promoted from this position after nine months.

Methesda Project (2002 to 2003)

Philadelphia, PA

Development Associate

A member of the development office of a faith-based, human services agency that provides housing for Philadelphia's homeless, managed Raiser's Edge database. Wrote and produced quarterly newsletters and other promotional materials, coordinated special events, including an annual auction.

Experienced hire, page 2

Physician Verification Services (1999 to 2002)

Harrisberg, PA

Office Manager

Coordinated administrative efforts for Internet pharmaceutical marketing company. Duties included coordinating move to new offices, contracting with vendors, database management, payroll, designing printed materials, arranging travel and coordinating industry trade shows.

Sarriott International (1995 to 1999)

Philadelphia, PA

Program Specialist, University Relations & Recruiting

As a member of the University Recruiting team, coordinated recruiting efforts for Northeast region's college recruiting efforts. Coordinated college fairs, presentations, receptions and interview weekends. Maintained database of university applicants and hires, generated offer letters. Interfaced with career offices at universities and facilitated the placement of recent college hires at Sarriott hotels.

Operations Coordinator, Philadelphia Sarriott

Executive assistant to the Resident Manager and Director of Food & Beverage of 1,200-room hotel. Responsibilities included correspondence, reports, in-house special events and meeting planning, travel arrangements, menu and invitation design, scheduling, and payroll.

Freelance Writing and Editing (1991 to 1995)

JonesSmithCook: Managing Editor, SB HealthCare

Responsible for editorial production, writing, editing and proofreading content of HealthCare, a consumer-education magazine the JonesSmithCook website. Involved in scheduling, editorial calendars and design.

GeoNetwork, Editorial Coordinator

Oversaw editorial production for Philadelphia-based Internet services company.

Dender Publishers, Commissioning Editor, The GeoNetwork Report

Commissioned authors, wrote articles and organized editorial structure for London-based annual technology report published for 10,000 pharmaceutical, biotechnology, research and government executives.

TryType Inc., Copy Editor

Edited articles for three quarterly medical journals: *Journal of Vascular Disease*, *Journal of Disease and Journal of Clinical Science*.

Skills

Advanced proficiency in Raiser's Edge and other fundraising databases, Microsoft Office Suite, Adobe Creative Suite (including Photoshop, Illustrator, and InDesign), content management systems, and html authorizing.

Education

Bachelor of Arts, English/Psychology, Columbia, New York City.

Recent college graduate

Jessica Washington

3031 Lee Hall
Los Angeles, CA 90027
(310) 504-1702 • jessicalwashington@gmail.com

Education

B.A., UCLA, Class of 2015

- Cumulative GPA: 3.91
- Major: History, 20th Century American

Employment

Editorial Assistant, Wirefire, September 2013-Present

- Pitch, research, and write features pertaining to books, television, film, and music
- Compile daily news briefs, weekly meeting agendas, and monthly traffic reports
- Maintain editorial calendar, including meeting and post schedules

Bookshelf House Studio Intern, May 2014-August 2014

- Wrote reports summarizing and analyzing Bookshelf House manuscripts for potential adaptation by Bookshelf House Studio
- Assisted story editors with long-term projects, such as drafting studio pitches for potential adaptations and providing feedback on series in development

Editorial Intern, Wirefire, January 2013-August 2013

- Pitched and wrote 8-10 short daily write-ups of pop cultural news
- Pitched, researched, and wrote features pertaining to pop culture, including lists, galleries, commentary, and weekly recaps

Editorial Intern, Wirefire, January 2013-August 2013

- Pitched and wrote 8-10 short daily write-ups of pop cultural news
- Pitched, researched, and wrote features pertaining to pop culture, including lists, galleries, commentary, and weekly recaps

Editorial Intern, First We Eat, May 2013-August 2013

- Pitched and wrote blog posts and longer features pertaining to food and pop culture
- Transcribed interviews and assisted with story research

Extracurricular Activities

Managing Editor for Features, The Heart Magazine, December 2012-December 2013

- Responsible for 5-6 pages of content in weekly campus arts and culture magazine
- Edited 2-4 long-form features and 2 short pieces of cultural commentary a week
- Supervised four associate editors, fielding and giving feedback on pitches

Skills

Wordpress, Microsoft Office, Photoshop, Moveable Type, Drupal

Gap in employment history

120 NE 122 ST, Atlanta, GA •678-722-7707•33charlesjones33@gmail.com

Charles Jones

Summary

Strong people and organizational skills. Experience in a variety of settings and roles, including receiving, stocking, inventory, display, sales, cash register, customer service, and opening and closing. Strong customer service skills. Responsible, dependable, compassionate, and punctual. Microsoft Word, Microsoft PowerPoint, fluent in Spanish, working knowledge of French.

Experience

Family caregiver (Atlanta, GA)

2013-2018

- Hiatus after college to care for my mother
- Managed schedules and coordinated appointments
- Administered medications
- Maintained clean, healthy, and safe environment
- Bathed, groomed, and dressed
- Monitored and documented behaviors and reported to doctor
- Provided a relaxed, supportive, positive, and enriching atmosphere

Assistant Manager, Sparkle Fireworks (Macon, GA)

Seasonal, summer 2018

- Set up tables, unloaded and unpacked fireworks products; stocked and organized items
- Opened, closed, and managed the tent; set up signs and displays
- Operated cash register
- Greeted customers and assisted them with products
- Took inventory and handled the money

Sales Associate, Great Buy (Macon, GA)

2013-2015

- Worked in different sales departments within store
- Stocked and organized items; set up promotional sale signs
- Made sales transactions, provided customer service

Education

BA Linguistics, Georgia State University (Atlanta, GA)

2015

Minors: French and Spanish

References available on request

Sample Cover Letters

Example 1

To the Hiring Committee:

Thank you for considering my application for the position of Web Developer at Pacoima City College. My history and experience uniquely qualify me for this position.

My knowledge of PCC is unusually deep; I have been both a student and an employee, and I have extensive work experience with the PCC community. As you can see on my resume, I first joined PCC as a student in 2006, worked as a teaching assistant for the Computer Information Systems Department in 2007-2010, and then went on to transfer to UC Irvine in 2011.

During my years at PCC, I worked on a wide variety of web-based projects. As a teaching assistant, I created a website for CIS classes. I developed a hosting site for critical maps and syllabus files for an Anthropology professor when the existing web infrastructure was unable to host them. I also worked with students and Dr. Simonson, a Computer Science professor, on a potential replacement Point of Sale system for the PCC bookstore.

My experience in academic settings grew while I was at UCI. There I worked on a professor-led project to improve an experimental interactive Java-based Software Engineering-based whiteboard software named Calico. For my senior capstone project, I worked with a University-led team to help design and engineer a touch-enabled web-based solution for the City of Irvine (<http://northwood.bunnan.com/new6/>).

I worked with a diverse group of stakeholders across these projects and have demonstrated my ability to communicate well with collaborators, understand user needs, and create solutions that meet those needs.

As my resume shows, I am an experienced web developer. Working in the startup world has helped me deepen my knowledge of web technologies and adaptive media (as seen on <https://www.gopago.com/>). I would now like to bring my knowledge home to PCC and develop a career serving the College community in a long-term stable job.

Thank you for your time and consideration. I look forward to speaking to you about the Web Developer position.

Sincerely,

George Murphy

Example 2

Mr. Paul Cohen,

Thank you for considering my application for employment at the Thirty Meter Telescope for the position of Documentation Specialist.

The Documentation Specialist position looks like an excellent fit given my interests and experience. As you will see in my resume, I have made a lifelong career of working to guarantee that a product is built on time, on budget, according to specifications, and within standards and regulations. As my work at LIGO and JPL demonstrate, I am no stranger to hard work and great responsibilities. I have absolute respect for the importance of quality, schedule and budget. I understand the importance of thorough and clear engineering drawing, requirements, and details.

Thank you for your time and consideration. You can reach me at 717.500.000 or e-mail at karen.b.washington@bmail.com. I look forward to hearing from you.

Sincerely,

Karen B. Washington

Example 3

Dear Hiring Manager for Assistant to Teen Programs,

Thank you for considering my application for your Assistant to Teen Programs position at The Bratton Museum of Art. I believe that I am an excellent fit for this position as it is significantly aligned with my classroom experience, education and artistic interests.

As my resume shows, since 2011, I have been teaching ninth- through twelfth-graders at Laurel Academy in Sacramento, CA, while concurrently teaching at Davis Community College. These experiences have allowed me to develop expertise with a diverse community of students with many different learning abilities and artistic levels. I've learned to adapt my teaching strategies to all learners, become more flexible in the classroom and worked collaboratively with peers and students. I believe this experience equips me well to serve the diverse constituents in the Bratton's various educational programs.

I have also developed strong administrative and grant writing skills that would support my work at your institution. I recently finished assisting in writing a materials-based research grant, specifically for collaborations in STEM and Craft, through The Center for Craft Innovation for \$15,000. This grant was an attempt to fund a new STEM-based summer program at Laurel Academy.

I am excited to share my enthusiasm for studio arts with students at the Bratton. I have taught studio art classes, and I know what it is to maintain a well-organized working studio space and purchase bulk art supplies. I am motivated to foster teens to become involved with the arts, and assist in the development of workshops and community arts programs.

Thank you for your time and consideration. I look forward to speaking to you about this position.

Sincerely,

Thomas L. Salazar

Example 4

Dear Lance:

I am writing to you as a fellow graduate of UMKC (class of 2012) and would sincerely appreciate any insight you could provide me into Marheine Companies. I have been working in sales for almost five years, and I am now looking to transition into corporate human resources at a company like yours.

Although successful in my sales career, I have realized the aspects of my work I find most rewarding are all in HR-related functions. I'm attaching my resume, and the following offers a few highlights of my qualifications:

- **Solid foundation in HR affairs:** As senior account executive, I have been responsible for several HR functions, including recruiting, interviewing, hiring and training new employees. A quick learner of complex concepts and legal issues, I am eager to broaden these competencies.
- **Dynamic communication style:** I am adept in building relationships, consensus and a shared sense of purpose. I am known for my ability to quickly establish trust with employees, mediate disputes and motivate others into action.
- **Experience in corporate training:** A constant throughout my sales career has been my passion for the design and delivery of staff development programs. Comfortable and experienced giving both large and small-group presentations, I have conducted hundreds of training seminars for diverse audiences across all organizational levels.

If you know of anyone within Marheine Companies who might be looking for someone with my qualifications, I would be very grateful for your referral. Thanks in advance for any assistance you may be able to provide.

Kind regards,

Sharon Gold

Sample Obituaries

Shorter Obituaries

Frank C. Perkins, 81, of San Diego, California, a professional golfer, died Saturday in Memorial Hospital. He was born in Des Moines, Iowa. He is survived by wife Edith b.; daughters Lori and Karen; sister Alice Taylor, and brothers Kenneth, William, and and Robert. Memorial services: 5 p.m. Monday at Seaside Congregational Church.

Steven L. Murray, 84, of Long Beach, retired from the Long Beach Shipyard Shop 32, died December 15 in University Hospital. He was born in Wisconsin. Survived by two sisters. Private services.

Juan A. Aguilar, 63, of Albuquerque, a retired petty officer with the U.S. Navy, died Saturday. He was born in the Philippines. He is survived by wife Maria L.; sons Victor and Ferdinand; brother Luis; sister Ines, and five grandchildren. Services: 10 a.m. Tuesday at Los Osos Mortuary. Call after 8:30 a.m. Burial: New Mexico State Veterans Cemetery.

Jennifer P. Lawson, 27, of Miami, Florida died Friday in West Coast Community Hospital. She was born in Stewart, Florida. She is survived by husband Doug, daughters Ariel and Morgan, mother Leslie Morton, father Robert Morton, and brothers Steve and David Morton. Services: 11 a.m. Saturday at Gospel of Salvation Church in Miami. Scattering of the ashes at a later date. Donations suggested to the American Cancer Society. Casual attire. No flowers.

Longer Obituaries

Graciella (Gracie) Vaughan, 84, of Schenectady, NY, formerly of Pittsburgh, PA, died peacefully in her sleep on June 12, 2018, at Metropolitan Hospital in Schenectady. Born February 3, 1935, in Pittsburgh, PA she is predeceased by her parents, George and Sarah (Wilson) Ott of Pittsburgh, PA, and her late husband of 48 years, Jonathan Vaughan.

Gracie was a homemaker in Schenectady. She and her husband Jonathan owned and operated the Lakeside Bed and Breakfast. She loved the sun and often traveled to the Florida Keys during the winter and holiday seasons.

Survivors include her two children, Shelly (Edward G.) Smith of Missouri, and Catherine (Paul F.) Salazar of Troy, NY and granddaughter, Karen Smith of St. Louis, MO; grandson George Salazar of Troy, NY; and five nieces and three nephews, as well as her dog Spuds and her cats Jewel and Morty.

Private services and burial were held at Lakeview Memorial Park, Schenectady, NY. The family wishes to thank those who extended financial and emotional support to Gracie during her final days.

Longer Obituaries (continued)

Doris Tibbs was born in Atlantic City, New Jersey on May 4, 1939. She entered Heaven's gates on December 29, 2017.

A loving mother and homemaker, Doris was a remarkable cook and enjoyed preparing meals for her family and friends, especially over the holidays. Over many years, she collected a large library of cookbooks from around the world. She loved to watch food and cooking programs and often volunteered as a cooking teacher at the Boys' and Girls' Club. She was also a dedicated sports fan and attended many football and basketball games.

Doris was predeceased by her loving husband of 53 years, Raymond W. Tibbs. She was also predeceased by her daughter Phyllis Tibbs and her sister, Cosette Seligman. Doris is survived by her son Louis Tibbs and his wife Shelly, daughter Elizabeth Richards and husband James. She is also survived by three grandchildren, Britney Richards-Austin, Jared Richards, and Nina Richards. She had two great-grandchildren, Ella Richards-Austin and Andrew Richards.

Her niece, Erin Morano, lovingly cared for her in the last 15 years of her life. The family gives her and everyone else who cared for Doris their greatest and warmest gratitude.

A funeral service celebrating her life will be held on Tuesday, January 2, 2018, at 3:00 PM at St. Teresa's Church, 1497 Mountain Drive, Schenectady.

Full-length Obituaries

Thomas Frederick Grose passed away due to the effects of cancer on Friday, May 24, 2013. He was born in Long Beach, Calif., on July 21, 1930, to the late Frederick H. and Hazel Amland Grose. He is survived by his sister, Susan Ann Grose and her husband George T. Timberlake of Overland Park, Kan., nephews Benjamin F. Timberlake, Prishtina, Kosovo, and Christopher T. Timberlake, Carbondale, Ill., as well as his Aunt, Dorothy Gale Baldecchi, cousins Theresa B. Horgan, Bruce H. Baldecchi, Joseph Baldecchi Jr., Gayle Marie Lynch, and Frank Fierce, all of Nevada, John Fierce of Arkansas, James Amland of California, and Ronald Amland of Utah.

He graduated from South Pasadena-San Marino High School in 1948 as Valedictorian of his class. He entered Stanford University with the Class of 1952 and later graduated from UCLA. He became a Certified Public Accountant in 1958.

Tom had a long and successful career as a Certified Public Accountant, starting with the Ernst and Ernst accounting firm. He later went into practice on his own and continued to serve clients until October 2012.

He was a Life Member of the California Society of CPAs (CalCPA), which he joined in 1958. In 1998 he served on the Los Angeles Chapter of the Non-Profit Committee of CalCPA. He was involved in numerous Los Angeles-area philanthropic organizations, serving on boards, and often as treasurer or accountant.

Full-length Obituaries (continued)

Tom was involved in the early days of the Music Center of Los Angeles County in the leadership of the Music Center Operating Company. As a Music Center Founder, he was a longtime, generous supporter of all Music Center companies: L.A. Opera, L.A. Master Chorale, L.A. Philharmonic, Center Theatre Group, and Music Center Dance. He made a legacy gift to the Music Center Foundation, a symbol of his great passion for the performing arts. Tom was a railroad and model railroad enthusiast, traveling throughout the West to ride historic lines. Among his fondest recollections was the Chama, N.M. to Antonito, Colo., narrow-gauge railroad run over Cumbres Pass and through Toltec Gorge. He donated the primary funding for the Thomas F. Grose Library and Research Center at the Orange Empire Railway Museum in Perris, Calif. He was a member of the Southern California Chapter of the Railway and Locomotive Historical Society, The Electric Railway Historical Association of Southern California, the Pacific Railroad Society, and the Southern California Transit Advocates.

He was active with area youth, coaching Little League baseball in San Marino for a number of years and leading church youth groups on camping trips to places as distant as Colorado, Canada, and Alaska. Tom often helped people get back on their feet after falling on hard times, offering them work and a place to stay. Some of these people became lifelong friends. He endowed the Hazel Lillian Amland Grose Professor of Classics at Carleton College, Northfield, Minn., in honor of his mother, and the Frederick H. Grose Chair in Accounting at the Carlson School of Management at the [University of Minnesota](#). He also donated to the Joseph W. and Gale Baldecchi Scholarship Fund at the University of Nevada, Reno.

Full-length Obituaries *(continued)*

He had an enduring interest in animals and plants. He loved dogs — especially Dalmatians — and religiously kept the bird feeders in his yard stocked so nothing with feathers would go hungry. His home garden featured a wide variety of traditional and tropical garden plants and trees including Camellias, Ferns, Hydrangeas, fruit trees, and Roses some of which are over 50 years old.

Visitation at Forest Lawn, Glendale, 1712 S. Glendale Ave., Glendale, Calif., Sunday, June 2, 2013, 10:00 a.m.– 9:00 p.m. Memorial Service Monday, June 4th at 4:00 p.m. at San Marino Community Church, 1750 Virginia Road, San Marino, Calif. Information on Forest Lawn Website.

COHEN, Michael H.K. Adventurous Traveler, Mandarin Speaker, Embraced Life in Beijing and Boston Michael H. K. Cohen, on Saturday, February 17, 2018. Cherished and beloved son of Stephen M. L. & Carol Fishman Cohen. Loving brother of Andrew, Sarah and David Cohen. Adored grandson of Nancy & Dr. Albert Cohen and Eileen & the late Dr. I. William Fishman.

Michael grew up in Newton, Massachusetts, attended the Commonwealth School in Boston and graduated from Pomona College in Claremont, California. Fluent in Mandarin, Michael moved to Beijing, China after college and spent the next three and a half years working at early stage Chinese companies and exploring the Far East.

An enthusiastic and curious traveler, he took every opportunity to venture out, visiting 27 countries around the world and some of the most remote regions of China. When he returned to Boston in late 2016, while mapping out his future plans, Michael began to work as a freelance translator, using his elegant writing style to bring Chinese fantasy novels to English-speaking audiences. Michael settled into life in Boston, building connections in the young professional community, preparing for his post-China career, and falling in love with a woman he had known since high school.

Until December 2017, Michael remained the same solidly grounded and engaged person he had been throughout his entire life. But in December, without warning, he slid into a depression from which he seemed to be emerging during his final weeks. His decision to take his own life – a life of so much accomplishment and promise – was completely unexpected and shocked everyone who knew him. Since Michael's death, many have written about how special he was and how fortunate they were to have known him.

Full-length Obituaries (continued)

They recall how he served as a leader and mentor for Jewish students at Pomona and the other Claremont colleges, and as a role model for students dreaming of setting out for Asia after college. They admire how he built connections to Jewish communities in China and wherever he traveled. They marvel at his encyclopedic knowledge of music and his remarkable talent for mixing songs to create mashups so professional that people would play them at parties. They remember how he combined his love of travel with a vast knowledge of the intricacies of loyalty point programs, allowing him to explore the world in style on a limited budget, and the pleasure he derived from helping others do the same. They reminisce about his ever-present smile and the warmth, depth and intelligence behind it. Most of all, they recall the sheer pleasure of his company, how good he made them feel, how free they were to be themselves around him, and how much they will miss him

Michael cared about people in the purest way. He loved them for who they were and because he wished the best for them, without guile and without asking anything in return. As one of his close friends wrote, "What you saw was always what you got with him, and what you saw – if you were lucky enough to be his friend – was a truly delightful, generous, easy-going, fun-loving human being." Michael had so much goodness, so much capacity to bring happiness to others and such a bright future. The world is a lesser place without him.

A private funeral service was held at Or Emeth Cemetery in West Roxbury, Massachusetts and a memorial service is planned for a later date. Please do not send flowers. Remembrances may be made to Moishe House International Fund, Shalom Park, 5007 Providence Road, Suite E216, Charlotte, NC 28226.

Wedding Poems

“Touched by an Angel” Maya Angelou

We, unaccustomed to courage
exiles from delight
live coiled in shells of loneliness
until love leaves its high holy temple
and comes into our sight
to liberate us into life.

Love arrives
and in its train come ecstasies
old memories of pleasure
ancient histories of pain.
Yet if we are bold,
love strikes away the chains of fear
from our souls.

We are weaned from our timidity
In the flush of love's light
we dare be brave
And suddenly we see
that love costs all we are
and will ever be.
Yet it is only love
which sets us free.

“How Do I Love Thee?” Elizabeth Barrett Browning

How do I love thee? Let me count the ways.
I love thee to the depth and breadth and height
My soul can reach, when feeling out of sight
For the ends of being and ideal grace.
I love thee to the level of every day's
Most quiet need, by sun and candle-light.
I love thee freely, as men strive for right.
I love thee purely, as they turn from praise.
I love thee with the passion put to use
In my old griefs, and with my childhood's faith.
I love thee with a love I seemed to lose
With my lost saints. I love thee with the breath,
Smiles, tears, of all my life; and, if God choose,
I shall but love thee better after death.

“The Good-Morrow” John Donne

I wonder, by my troth, what thou and I
Did, till we loved? Were we not weaned till then?
But sucked on country pleasures, childishly?
Or snorted we in the Seven Sleepers' den?
'Twas so; but this, all pleasures fancies be.
If ever any beauty I did see,
Which I desired, and got, 'twas but a dream of thee.

And now good-morrow to our waking souls,
Which watch not one another out of fear;
For love, all love of other sights controls,
And makes one little room an everywhere.
Let sea-discoverers to new worlds have gone,
Let maps to other, worlds on worlds have shown,
Let us possess one world, each hath one, and is one.

My face in thine eye, thine in mine appears,
And true plain hearts do in the faces rest;
Where can we find two better hemispheres,
Without sharp north, without declining west?
Whatever dies, was not mixed equally;
If our two loves be one, or, thou and I
Love so alike, that none do slacken, none can die.

“Invitation to Love” Paul Lawrence Dunbar

Come when the nights are bright with stars
Or come when the moon is mellow;
Come when the sun his golden bars
Drops on the hay-field yellow.
Come in the twilight soft and gray,
Come in the night or come in the day,
Come, O love, where'er you may,
And you are welcome, welcome.

You are sweet, O Love, dear Love,
You are soft as the nesting dove.
Come to my heart and bring it to rest
As the bird flies home to its welcome nest.

Come when my heart is full of grief
Or when my heart is merry;
Come with the falling of the leaf
Or with the redd'ning cherry.
Come when the year's first blossom blows,
Come when the summer gleams and glows,
Come with the winter's drifting snows,
And you are welcome, welcome.

“Resignation” Nikki Giovanni

I love you
because the Earth turns round the sun
because the North wind blows north
sometimes
because the Pope is Catholic
and most Rabbis Jewish
because the winters flow into springs
and the air clears after a storm
because only my love for you
despite the charms of gravity
keeps me from falling off this Earth
into another dimension
I love you
because it is the natural order of things

I love you
like the habit I picked up in college
of sleeping through lectures
or saying I'm sorry
when I get stopped for speeding
because I drink a glass of water
in the morning
and chain-smoke cigarettes
all through the day
because I take my coffee Black
and my milk with chocolate
because you keep my feet warm
though my life a mess
I love you
because I don't want it
any other way

“Resignation” Nikki Giovanni (continued)

I am helpless
in my love for you
It makes me so happy
to hear you call my name
I am amazed you can resist
locking me in an echo chamber
where your voice reverberates
through the four walls
sending me into spasmodic ecstasy

I love you
because it's been so good
for so long
that if I didn't love you
I'd have to be born again
and that is not a theological statement
I am pitiful in my love for you

The Dells tell me Love
is so simple
the thought though of you
sends indescribably delicious multitudinous
thrills throughout and through-in my body

I love you
because no two snowflakes are alike
and it is possible
if you stand tippy-toe
to walk between the raindrops

“Resignation” Nikki Giovanni (continued)

I love you
because I am afraid of the dark
and can't sleep in the light
because I rub my eyes
when I wake up in the morning
and find you there
because you with all your magic powers were
determined that
I should love you
because there was nothing for you but that
I would love you

I love you
because you made me
want to love you
more than I love my privacy
my freedom my commitments
and responsibilities
I love you 'cause I changed my life
to love you
because you saw me one Friday
afternoon and decided that I would
love you
I love you I love you I love you

I Ching (“When two people are at one in their inmost hearts...)

When two people are at one in their inmost hearts,
they shatter even the strength of iron or bronze;
and when two people understand each other in their inmost hearts,
their words are sweet and strong like the fragrance of orchids.

Inuit Love Song (You are my husband, you are my wife) Traditional

You are my husband, you are my wife
My feet shall run because of you
My feet dance because of you
My heart shall beat because of you
My eyes see because of you
My mind thinks because of you
And I shall love, because of you.

Irish Blessing (“May the road rise to meet you) Traditional

May the road rise up to meet you.
May the wind be always at your back.
May the sun shine warm upon your face;
the rains fall soft upon your fields and until we meet again,
may God hold you in the palm of His hand.

“Beauty That is Never Old” James Weldon Johnson

When buffeted and beaten by life's storms,
When by the bitter cares of life oppressed,
I want no surer haven than your arms,
I want no sweeter heaven than your breast.

When over my life's way there falls the blight
Of sunless days, and nights of starless skies;
Enough for me, the calm and steadfast light
That softly shines within your loving eyes.

The world, for me, and all the world can hold
Is circled by your arms; for me there lies,
Within the lights and shadows of your eyes,
The only beauty that is never old.

“Fidelity” D. H. Lawrence

Man and woman are like the earth, that brings forth flowers
in summer, and love, but underneath is rock.
Older than flowers, older than ferns, older than foraminiferae,
older than plasm altogether is the soul underneath.
And when, throughout all the wild chaos of love
slowly a gem forms, in the ancient, once-more-molten rocks
of two human hearts, two ancient rocks,
a man's heart and a woman's,
that is the crystal of peace, the slow hard jewel of trust,
the sapphire of fidelity.
The gem of mutual peace emerging from the wild chaos of love.

“The Passionate Shepherd to His Love”
Come live with me and be my love) Christopher Marlowe

Come live with me and be my love,
And we will all the pleasures prove,
That Valleys, groves, hills, and fields,
Woods, or steepy mountain yields.

And we will sit upon the Rocks,
Seeing the Shepherds feed their flocks,
By shallow Rivers to whose falls
Melodious birds sing Madrigals.

And I will make thee beds of Roses
And a thousand fragrant posies,
A cap of flowers, and a kirtle
Embroidered all with leaves of Myrtle;

A gown made of the finest wool
Which from our pretty Lambs we pull;
Fair lined slippers for the cold,
With buckles of the purest gold;

A belt of straw and Ivy buds,
With Coral clasps and Amber studs:
And if these pleasures may thee move,
Come live with me, and be my love.

“To My Valentine” Ogden Nash

More than a catbird hates a cat,
Or a criminal hates a clue,
Or the Axis hates the United States,
That's how much I love you.

I love you more than a duck can swim,
And more than a grapefruit squirts,
I love you more than a gin rummy is a bore,
And more than a toothache hurts.

As a shipwrecked sailor hates the sea,
Or a juggler hates a shove,
As a hostess detests unexpected guests,
That's how much you I love.

I love you more than a wasp can sting,
And more than the subway jerks,
I love you as much as a beggar needs a crutch,
And more than a hangnail irks.

I swear to you by the stars above,
And below, if such there be,
As the High Court loathes perjurious oaths,
That's how you're loved by me.

“Love’s Coming” John Shaw Neilson

QUIETLY as rosebuds
Talk to thin air,
Love came so lightly
I knew not he was there.

Quietly as lovers
Creep at the middle noon,
Softly as players tremble
In the tears of a tune;

Quietly as lilies
Their faint vows declare,
Came the shy pilgrim:
I knew not he was there.

Quietly as tears fall
On a wild sin,
Softly as griefs call
In a violin;

Without hail or tempest,
Blue sword or flame,
Love came so lightly
I knew not that he came.

“Sonnet XVII” Pablo Neruda

I don't love you as if you were a rose of salt, topaz,
or arrow of carnations that propagate fire:
I love you as one loves certain obscure things,
secretly, between the shadow and the soul.

I love you as the plant that doesn't bloom but carries
the light of those flowers, hidden, within itself,
and thanks to your love the tight aroma that arose
from the earth lives dimly in my body.

I love you without knowing how, or when, or from where,
I love you directly without problems or pride:
I love you like this because I don't know any other way to love,
except in this form in which I am not nor are you,
so close that your hand upon my chest is mine,
so close that your eyes close with my dreams.

“The Married Lover” Coventry Patmore

Why, having won her, do I woo?
Because her spirit's vestal grace
Provokes me always to pursue,
But, spirit-like, eludes embrace;
Because her womanhood is such
That, as on court-days subjects kiss
The Queen's hand, yet so near a touch
Affirms no mean familiarness;
Nay, rather marks more fair the height
Which can with safety so neglect
To dread, as lower ladies might,
That grace could meet with disrespect;
Thus she with happy favour feeds
Allegiance from a love so high
That thence no false conceit proceeds
Of difference bridged, or state put by;
Because although in act and word
As lowly as a wife can be,
Her manners, when they call me lord,
Remind me 'tis by courtesy;

“The Married Lover” Coventry Patmore (continued)

Not with her least consent of will,
Which would my proud affection hurt,
But by the noble style that still
Imputes an unattain'd desert;
Because her gay and lofty brows,
When all is won which hope can ask,
Reflect a light of hopeless snows
That bright in virgin ether bask;
Because, though free of the outer court
I am, this Temple keeps its shrine
Sacred to Heaven; because, in short,
She's not and never can be mine.

“As Once the Winged Energy of Delight” Rainer Maria Rilke

As once the winged energy of delight
carried you over childhood's dark abysses,
now beyond your own life build the great
arch of unimagined bridges.

Wonders happen if we can succeed
in passing through the harshest danger;
but only in a bright and purely granted
achievement can we realize the wonder.

To work with Things in the indescribable
relationship is not too hard for us;
the pattern grows more intricate and subtle,
and being swept along is not enough.

Take your practiced powers and stretch them out
until they span the chasm between two
contradictions...For the god
wants to know himself in you.

“A Birthday” Christina Georgina Rossetti

My heart is like a singing bird
Whose nest is in a water'd shoot;
My heart is like an apple-tree
Whose boughs are bent with thickset fruit;
My heart is like a rainbow shell
That paddles in a halcyon sea;
My heart is gladder than all these
Because my love is come to me.

Raise me a dais of silk and down;
Hang it with vair and purple dyes;
Carve it in doves and pomegranates,
And peacocks with a hundred eyes;
Work it in gold and silver grapes,
In leaves and silver fleurs-de-lys;
Because the birthday of my life
Is come, my love is come to me.

“The Minute I Heard My First Love Story” Rumi

The minute I heard my first love story,
I started looking for you, not knowing
how blind that was.
Lovers don't finally meet somewhere.
They're in each other all along.”

**“Sonnet 116” (Let Me Not to the Marriage of true minds
admit impediment) William Shakespeare**

Let me not to the marriage of true minds
Admit impediments. Love is not love
Which alters when it alteration finds,
Or bends with the remover to remove.
O no! it is an ever-fixed mark
That looks on tempests and is never shaken;
It is the star to every wand'ring bark,
Whose worth's unknown, although his height be taken.
Love's not Time's fool, though rosy lips and cheeks
Within his bending sickle's compass come;
Love alters not with his brief hours and weeks,
But bears it out even to the edge of doom.
If this be error and upon me prov'd,
I never writ, nor no man ever lov'd.

“Love’s Philosophy” Percy Bysshe Shelley

The fountains mingle with the river
And the rivers with the ocean,
The winds of heaven mix for ever
With a sweet emotion;
Nothing in the world is single;
All things by a law divine
In one spirit meet and mingle.
Why not I with thine?—

See the mountains kiss high heaven
And the waves clasp one another;
No sister-flower would be forgiven
If it disdained its brother;
And the sunlight clasps the earth
And the moonbeams kiss the sea:
What is all this sweet work worth
If thou kiss not me?

“Wedding Prayer” Robert Louis Stevenson

Lord, behold our family here assembled.
We thank you for this place in which we dwell,
for the love that unites us,
for the peace accorded us this day,
for the hope with which we expect the morrow,
for the health, the work, the food,
and the bright skies that make our lives delightful;
for our friends in all parts of the earth.
Amen

“These I Can Promise” Mark Twain

I cannot promise you a life of sunshine;
I cannot promise riches, wealth, or gold;
I cannot promise you an easy pathway
That leads away from change or growing old.
But I can promise all my heart's devotion;
A smile to chase away your tears of sorrow;
A love that's ever true and ever growing;
A hand to hold in yours through each tomorrow.

