

Sample Professional Resignation Letter

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Research in Personnel and Human Resources Management - M. Ronald Buckley 2015-06-10

This series publishes monograph length conceptual papers designed to promote theory and research on important substantive and methodological topics in the field of human resources management.

Career Building - Editors of CareerBuilder.com 2009-10-06

Your one-stop guide to finding a job, navigating the corporate ladder, and leaving when the time is right Did you know that: 60% of hiring managers will offer a higher salary if asked? 14% of workers have used happy hour to get ahead? 66% of businesses monitor Internet use? 77% of workers feel burnout on the job? From the experts at CareerBuilder.com, America's largest online job site, comes a complete handbook for career domination. Whether it's answering the questions the interviewers are really asking, making the most of your performance reviews, or quitting with great references and without burning bridges, Career Building explains it all. This book offers everything from job hunting basics to hiring manager secrets, office survival advice to career change suggestions, workplace statistics to sample resignation letters, and more. Whether you're looking for your first job or your fortieth, or

you're just eager to move up the ranks at your current company, this is the one and only guide you need to create the career you've always wanted.

PROFESSIONAL COMMUNICATION - KAVITA TYAGI 2010-12-16

With the younger generation today seeking jobs in multinational corporations, large companies, or the civil services in the government, and the competition becoming stiffer and stiffer with each passing day, it is only natural that the ability to communicate effectively, precisely as well as to acquire communication skills has become more important than ever before. A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication. And professional communication is no exception to this. This accessible and compact book on Professional Communication strives to focus on the communication skills needed for the professionals. Divided into five parts and 19 chapters, the book begins with a discussion on the concept of communication, and then it goes on to give in detail features of a language as a tool of communication, the communication process models and barriers to communication. The text also elaborates on word formation, vocabulary, sentence structure and

paragraph development. In addition, it explains different forms of technical communication; the format, layout and style of business communication; technical documents such as theses, scientific articles and research papers; and technical proposals. Furthermore, the book provides value-based text reading from celebrated writers. This student-friendly book, suffused with practical examples, is primarily intended as a textbook for the first year students of engineering (B.Tech.) of UP Technical University for their course on Professional Communication. It will also be of immense benefit to undergraduate students and technical professionals across the country. **KEY FEATURES :** Gives a broader perspective on communication and its barriers. Provides a more comprehensive division of the different types of reports. Elaborates on various approaches to presentation strategies.

The Perfect Resignation Letter - Fancy Frenchwood 2014-12-13

This book covers Frenchwood's journey to knowing her worth in the workplace. She recently resigned from her position and Cheryl Snapp Conner published Frenchwood's resignation letter on Forbes.com. This story helps readers discover their inner voice and the confidence to listen to it. If you are willing to participate in some serious self-evaluation resulting in knowledge of self and self-worth, the reward is a stronger sense of personal empowerment. One who feels empowered will most likely make positive choices to achieve goals and is less likely to remain complicit in maltreatment imposed by others, including an ineffective, incompetent boss.

The New Rules of Work - Alexandra Cavoulacos 2017

"In this definitive guide to the ever-changing modern workplace, Kathryn Minshew and Alexandra Cavoulacos, the co-founders of popular career website TheMuse.com, show how to play the game by the New Rules. The Muse is known for sharp, relevant, and get-to-the-point advice on how to figure out exactly what your values and your skills are and how they best play out in the marketplace. Now Kathryn and Alex have gathered all of that advice and more in The New Rules of Work. Through quick exercises and structured tips, the authors will guide you as you sort through your countless options; communicate who you are and why

you are valuable; and stand out from the crowd. The New Rules of Work shows how to choose a perfect career path, land the best job, and wake up feeling excited to go to work every day-- whether you are starting out in your career, looking to move ahead, navigating a mid-career shift, or anywhere in between"--

Official letter book - Subhajit Sardar 2020-09-07

This book is written by Subhajit Sardar. This book will help you in learning the art and techniques of writing letters. This book is divided into five chapters namely introduction of letter writing, informal letters, formal letters, reference or recommendation letters, email, e mailing, report writing and press release sections. It also contains different types of letters like personal, business, applications, official, apology, condolence. In this book, a simple and easy language with the latest pattern has been used. It will also help you in developing the research and writing skills.

The Hiring and Firing Question and Answer Book - Paul Falcone 2002

Fast answers to the most pressing questions about how to safely, effectively hire and fire employees.

Handbook of Technical Writing - Gerald J. Alred 2011-10-21

Combining guidance for writing over 40 types of professional documents with thorough coverage of grammar, usage, and style, the Handbook of Technical Writing functions as both a writer's handbook and a complete guide to technical communication. It provides quick access to hundreds of topics and scores of sample documents and visuals. [publisher's note]

A Practical Guide To Business Writing - Khaled Al-Maskari 2012-09-18

Nowadays, letters, reports and emails are vital components of business practice. Communication is increasingly global, but it's not any easier to understand or contribute to for non-fluent English speakers. There is increasing pressure to be able to produce effective documents for a business environment but little help out there to do so efficiently, resulting in wasted time and uncomfortable business communication.

This book provides a wealth of practical information for any person who aims to produce short, effective documents within the work environment. It offers sensible, valuable and helpful rules for producing effective short reports, memos, letters and e-mails that are clear, concise and easy to read for the busy manager or supervisor working in the demanding setting of modern industry or commerce. But it goes further: not only are rules provided for the inexperienced business writer, but models are proposed which provide solutions for a whole host of business situations - providing help, support and encouragement for the many thousands of business writers who need to feel confident in their writing.

Knock 'em Dead Cover Letters - Martin Yate 2016-11-04

Cover letters that get noticed, get read, and get the interview! In the newest edition of his classic cover letter guide, job search expert Martin Yate shows you how to dramatically increase your chance of landing an interview. The key, as Yate explains, is to use language drawn from the job posting itself, words that will send your application to the top of database searches. In this completely updated guide, you'll find numerous sample cover letters, along with Yate's tried and proven methods to: Determine relevant keywords to get attention--and use them effectively Clearly display your personal brand and the transferable skills you bring to the job Find the right contact information that gets your material in front of decision-making managers and recruiters Use social media sites such as LinkedIn to create an effective online profile and build professional and personal networks With Martin Yate's expert advice, you'll create unique and compelling cover letters that will grab employers' attention and get you in the door!

Letters for Special Situations - Anne McKinney 2012-04-02

In an era when many feel that letter writing is "the lost art," this book can be a resource to help anyone create letters to use in the special situations in life. Have you ever been asked to prepare a written letter of reference for someone to use in getting a job or applying to an academic program? Wouldn't some great sample letters be a great help in such a situation? Here's a book that can help. Have you ever wanted to resign gracefully from a position so that you don't "burn your bridges behind

you?" Here is a book that can help you write such a letter to an employer or supervisor so that you gain good will and respect during the resignation process. Sometimes it is necessary to write a special letter for a special situation in life. You will find great letters to be used as models for business and personal reasons including: Letters asking for a raise, Letters of resignation, Letters of reference, Letters notifying a vendor of a breach of contract, Letter to a congressman, Letters of complaint, Letters requesting reinstatement to an academic program, Follow-up letters after an interview, Letters requesting bill consolidation, Letters to professionals disputing their charges, collection letters, thank-you letters and letters to accompany resumes in job hunting. This book will be a valuable how-to resource to those who seek guidance in composing letters for business or personal reasons. Some of the letters shown are letters of complaint, letters of appeal, business marketing letters, press releases, letters appealing a job dismissal, letters appealing a supervisor's rating, letters of application to law school and medical school, cover letters to accompany resumes, follow-up letters after job interviews, collections letters, letters related to consumer credit and finance, legal letters and notices, letters of apology, letters of appreciation, letters of reference and letters of recommendation, letters of nomination, letters of opposition, letters of reprimand, letters of termination, letters of solicitation, letters of intent, letters to public officials, networking letters, promissory notes, letters requesting a raise, letters requesting a promotion, letters of resignation, and many more letters designed to assist in personal and business matters. Rave reviews for this book! "This book has a wide range of letters covering various topics. This book would be useful to any population." - Catholic Library World Testimonials from some who used this book: "Writing letters is so time-consuming, and I get frequent requests from former employees and others who want me to provide a reference. I found just the right samples in this book to make my life easy so that I could produce the multiple letters yearly that are requested of me." Sonya S. "I am not a professional writer, but I feel that this book took my mediocre skills and helped them blossom by showing me samples of effective letters. I

especially liked the letters protesting charges, and I created effective letters protesting medical charges. People assume you are more serious when you write a letter instead of trying to handle problems verbally. This book helped me leave a 'paper trail' and get taken seriously so that I could resolve some chronic financial problems." Julio G. "When I wanted to get reinstated to my academic program, I didn't give myself much of a chance, but I took my best shot by following samples in this book. I will be graduating soon, and I got a second chance at academic eligibility because of this book." Fritz H. "It blew me away when I found samples of business marketing letters I could use to find potential new customers. I have discovered that everyone likes reading letters, and the business marketing letters I now use-thanks to the samples in this book-have dramatically boosted my sales." Nadal S.

English for Nurses - Shama Lohumi 2015-07-15

English for Nurses provides a perfect solution to the needs of nursing undergraduates. Based on the INC syllabus, it is an indispensable resource for B.Sc. Nursing students. Students of M.Sc. Nursing and those going for NCLEX, TOEFL and IELTS will also find it tremendously useful. The book has been written keeping in mind the requirements of the modern Indian nurses to converse well in English. As they serve in different national and international locations, English is their only window to the outside world. This book provides comprehensive study material and practice exercises on English language the way it is used in day-to-day conversations in the hospital environment. Salient Features • Comprehensive, exhaustive and well-structured coverage • Lucid presentation with easy language for ease of comprehension • Ample number of examples, tables and other learning aids • All the essential elements of communication in modern-day nursing practice like nursing reports, records, etc., discussed, analysed and exemplified • Examples from real-life health care communications provided • Exhaustive end-of-chapter exercises • Solutions for all objective type exercises given

What's New in the Second Edition • More examples have been added in the chapters • Exercises have been increased in several chapters • Several chapters like Narration and Voice have been revised for better

clarity of the concept • Chapters like Essay Writing and Comprehension have been revised to include more health care scenarios

The Engineer's Career Guide - John A. Hoschette 2010-04-26

This is the most complete career resource guide book for engineers dealing with the non-technical side of engineering. It provides career advice for engineers at all stages of their careers, whether newly graduated, mid-career, or soon-to-be-retired. This book provides many real world, practical, proven, common sense career tips supported by actual work and experiences/examples. Tips deal with problems the engineer may encounter with supervisors, co-workers and others in the corporation. The book provides step-by-step guidance on how to deal with career problems and come out ahead.

Cover Letter Magic - Wendy S. Enelow 2004

Professional resume and cover letter writers reveal their inside secrets for creating phenomenal cover letters that get attention and land interviews. Features more than 150 sample cover letters written for all types of job seekers, including the Before-and-After transformations that can make boring letters fabulous.

The Book of Jobs - Arlene Bastion 2009

The Motivated Job Search: 2nd Edition - Brian E. Howard 2018-07-01

Book one in the Motivated Series by Brian E. Howard. If you're conducting a job search for a professional position or considering such a job search, you should read this book. Brian Howard provides a thorough, approachable guide to each of the components of a job search that will help you be the selected candidate. The Motivated Job Search - Second Edition This book provides the informational steps to conduct a job search, but more importantly strategic insight from someone who is actively engaged in front line recruiting. These strategic insights include: •using the "psychology of persuasion;" •understanding the mind and motivations of an employer; •maximizing the use of accomplishments/ •optimizing your LinkedIn profile; •and six unique tactics that will create differentiation from other job seekers.

The AMA Handbook of Business Letters - Jeffrey L. Seglin 2002

This book/CD-ROM reference for professionals teaches letter-writing basics and offers style and grammar guidelines, along with some 365 sample letters for sales, marketing, and public relations, vendor and supplier issues, credit and collections, transmittal and confirmation, personnel matters, and every other business situation. Appendices list frequently misused words, punctuation guidelines, abbreviations, and telephone and online grammar hotlines. The CD-ROM contains all of the sample letters from the book, which can be customized for immediate use. Seglin teaches magazine publishing in the graduate department of writing, literature, and publishing at Emerson College. Annotation copyrighted by Book News, Inc., Portland, OR

Ask a Manager - Alison Green 2018-05-01

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to

improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

Communicative English for Nurses , 3rd Edition - E-Book - Shama Lohumi 2021-09-22

Communicative English for Nurses , 3rd Edition - E-Book

Fire Me I Beg You - Robbie Abed 2014-05-27

Fire Me I Beg You motivates you to take charge of your career. The book is based on several stories from the author along with other cited case studies. It's an informative & fun read.

A Practical Introduction To Paralegal Studies - Deborah E. Bouchoux 2022-10-27

Bridging the gap between the classroom and the real world, A Practical Introduction to Paralegal Studies offers a thorough exploration of the entire paralegal profession. In a logical three-part organization, experienced author Deborah Bouchoux covers the fundamentals of the paralegal profession and the American legal system, along with the paralegal skills essential for success in the workplace. This engaging and well-written text provides the pragmatic and realistic information students need to hit the ground running. New to the Third Edition: All new Case Illustrations, Discussion Questions, and Internet Closing Arguments. New forms provided throughout the text. Up-to-date information on trends in regulation of the paralegal profession, including overview of innovative limited licensing programs in Washington and Utah as well as other proposals to close the access-to-justice gap. Updated coverage of ethics, including new trends such as alternative business structures, and cutting-edge developments such as nonlawyer ownership of law firms, litigation financing, use of social media, and

whether internet-accessible advice and forms constitute the unauthorized practice of law. New developments in computer-assisted legal research, including the use of artificial intelligence and using free tools such as Google Scholar, GovInfo, Congress.gov, and CourtListener to access American law are discussed in Chapter 5. Significantly expanded section on e-discovery in Chapter 8, including a sample privilege log. New section in Chapter 11 on current disruptions to legal services, including alternative legal service providers and other trends. New tips and approaches to getting a job, setting "SMART" goals, handling tricky interview questions, and future-proofing your career, as well as an expanded discussion of soft skills needed to succeed on the job in Chapters 10 and 12. Professors and students will benefit from: Topical coverage that closely adheres to the nature of paralegal work Pedagogical devices that enhance learning, such as chapter overviews, key terms, marginal definitions, website references, case illustrations, practice tips, and chapter summaries Research exercises and Internet-based exercises in each chapter that mirror those performed by the working paralegal Charts, graphs, sample forms, and other aids to enhance learning

Breakdown, Breakthrough - Kathy Caprino 2008-10-01

Helps professional women experiencing feelings of disempowerment and dissatisfaction regain the confidence, courage, and energy to take control of their lives Identifies 12 crises professional women face today and offers specific advice and tools for overcoming them Draws on interviews with over one hundred women, offering inspiring stories and practical advice for addressing and resolving disempowerment Thousands of professional women, though outwardly successful, find themselves in the midst of a crisis, believing that they've sacrificed meaning, fulfillment, and balance in their lives to achieve work-related success. Their lives feel unmanageable—and they are confused, blocked, overwhelmed and unable to move forward effectively. Kathy Caprino sheds light on this growing epidemic of disempowerment and shows women how to reinvigorate and reclaim their lives. Breakdown, Breakthrough uses a comprehensive coaching, behavioral, and spiritual

framework to explore how women can restore their power and reconnect with their life visions as they awake from the paralysis of professional dissatisfaction and personal diminishment. Caprino outlines a new model for understanding disempowerment, one that focuses on women's relationships with themselves, with others, with the world, and with what she calls their higher selves. She identifies twelve specific challenges professional women face and offers concrete, practical advice for overcoming each one—helping readers "step back, let go of what is holding them back, and say yes" to creating a compelling and rewarding next chapter of life and work. This is also a deeply personal book. Caprino candidly discusses her own struggles with crippling feelings of disempowerment, and shares moving stories and heartfelt advice gleaned from her interviews with over one hundred women who experienced and overcame the crises she describes. Breakdown, Breakthrough offers working women who are stressed, stuck, and dissatisfied access to new inspiration, hope, and a definite plan of action.

Lose the Resume, Land the Job - Gary Burnison 2018-02-13

"Lose the Résumé' breaks down every aspect of job hunting, explaining what matters and what doesn't." - The New York Times Book Review Lose the resume and land that coveted job Gone are the days of polishing up your resume and sending it out at random. At every level today, you need to "lose the resume" in order to land the right job. In other words, you have to learn to tell a story about yourself that speaks to your competencies, purpose, passion, and values. Lose the Resume, Land the Job shares the new rules of engagement: How you must think, act, and present yourself so you can win. Based on inner exploration drawn from the IP of the world's largest executive recruiting firm, the book gleans insights and stories (the good, the bad, and sometimes the ugly) from Korn Ferry recruiters across the globe who work with thousands of candidates each day. It helps you gain a deeper perspective on who you are, what you're passionate about, the cultures in which you fit, the kind of bosses you should work for, and where you can bring the most value to organizations. • Includes assessments, questionnaires, and other tools • Candid advice for young professionals through middle managers • Offers

trusted guidance from the same firm that has shown 8 million executives how to achieve their career goals, and that puts a professional in new job every three minutes • Helps you build a plan for the future so you can contribute more to the next employer Getting a job and, more importantly, building a career has never been more complex. Lose the Resume, Land the Job helps you score the positions that align with your passion and match your attributes — and that will put you on a trajectory toward bigger and better things.

101 Small Rules for a Big Job Search - Tony Beshara 2017-08-01

Krishna's Professional Communication -

The Call Of Service - Robert Coles 1994-11-15

In this book, Coles explores the concept of idealism and why it necessary to the individual and society.

How to Write Resignation Letters and Emails - Dianna Daniels Booher 2007

Accepting a new position? Leaving the workforce altogether? Remember that your official letter of resignation may follow you for years. Whatever the situation, don't burn your bridges with a poorly-worded, anger-fueled tirade. Get your point across and end the relationship on a positive note. You'll learn how to write a resignation letter that leaves relationships intact: Identify the essential details to include in every resignation letter. Learn what you should never say in a resignation letter. Save time as the manager when writing to accept someone's resignation with the model phrases provided. If you think you might change jobs sometime in the future (and statistics say practically all of us will), this 27-page ebook belongs in your collection of communication reference tools.

The 10 Key Interviewing -

Fearless Salary Negotiation - Josh Doody 2015-12-02

Success in Practical/Vocational Nursing - E-Book - Lisa Carroll 2022-06-08

Take an exciting journey to success in your LPN/LVN career!

Emphasizing leadership and clinical judgment skills, *Success in Practical / Vocational Nursing: From Student to Leader, 10th Edition* helps you navigate your way through nursing school, examinations, the job search, and success in professional practice. It describes the building blocks essential to a successful career, such as critical thinking, ethics, effective communication, and an understanding of your role in the nursing process. Also useful are review questions to help you get ready for the NCLEX-PN® examination. Written by educators Lisa Falgiatore Carroll and Janyce Collier, this edition adds new insight into the ways self-empowerment can help you achieve positive outcomes in class and on the job. Basic career information includes the value of the LPN, workforce trends, state regulations governing LPN practice, and insight into safe practice and NCLEX-PN® success. Learning features in each chapter include objectives and key terms with phonetic pronunciations, with definitions in the text and in the glossary. Storytelling narratives at the beginning of specific chapters use real-life scenarios to provide context for the topic. Get Ready for the NCLEX-PN® Examination section at the end of each chapter includes key points, critical thinking scenarios, additional learning resources, and review questions with answers at the back of the book. Test-taking and interview preparation tips prepare students to take the NCLEX-PN Examination and guide you through the job search, applications, and interviews — including electronic resumes. Critical Thinking boxes provide opportunities to practice problem solving. Coordinated Care boxes develop leadership and management skills with hints, tools, and activities. Keep in Mind boxes introduce the underlying theme of each chapter. Professional Pointers boxes give advice on nursing best practices in practice settings. Try This! boxes challenge students to imagine, visualize, and think outside the box. Full-color design makes this text visually appealing and easy to read. References cite evidence-based information and can be found in the back of the book. NEW! Next-Generation NCLEX® (NGN) Examination-style questions are provided at the end of each chapter. NEW! Empowerment boxes introduce tools that can affect positive outcomes in class, clinicals,

and professional practice. NEW! Updated content includes delegation, preparing students for leadership positions immediately upon graduation, and the latest on clinical judgment.

The 4-Hour Work Week - Timothy Ferriss 2007

Offers techniques and strategies for increasing income while cutting work time in half, and includes advice for leading a more fulfilling life.

How to Write It, Third Edition - Sandra E. Lamb 2011-08-30

Write personal and professional communications with clarity, confidence, and style. How to Write It is the essential resource for eloquent personal and professional self-expression. Award-winning journalist Sandra E. Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication. Completely updated and expanded, the new third edition offers hundreds of handy word, phrase, and sentence lists, precisely crafted sample paragraphs, and professionally designed document layouts. How to Write It is a must-own for students, teachers, authors, journalists, bloggers, managers, and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference.

Your First 90 Days in A New Job - During Harsh Economic Times - William Robinson 2009-03-04

Your First 90 Days in a New Job- During Harsh Economic Times is part two of the original. During these economic times people have to get more creative to get a job by "ANY MEANS NECESSARY". The old rules dont really count anymore when people are losing their jobs in large volumes. This book explains some of the old and new techniques for getting a job in this harsh market

The Everything Get-A-Job Book - Dawn Rosenberg McKay 2007-02-12

Whether you're a first-time job hunter or an experienced job hopper, The Everything Get-a-Job Book, 2nd Edition is your indispensable guide to the ever-changing job market. This easy-to-use resource takes you through the necessary steps to find a job you'll love. Look inside for information on: Writing powerful, effective resumes and cover letters Online job search strategies Returning to work after an extended absence Negotiating the best possible salary, bonus, and benefits package With

practical advice on networking, creating a polished resume, setting goals, and handling stressful interview questions, The Everything Get-a-Job Book, 2nd Edition will help you stand out from the crowd and land the perfect job!

Communicate - Michael Pierce 2009

Nursing Resume: A Job Guide for Nurses - S.L. Page 2013-11-29

Nursing Resume: A Job Guide for nurses is a complete book package to help nurses find a job. This book is short and to the point, and the entire package includes 10 premium resume templates (see inside book for a preview), 10 premium cover letter templates (they match the resume templates), a few basic traditional resume templates, and a sample resignation (or two weeks' notice) template. All templates are in .docx format and are best edited in the Microsoft Word software. If you do not have Microsoft Word, you can usually download a free trial. Google Docs may also work; however, formatting errors may occur if you use other programs other than Microsoft Word. These templates must be downloaded online using information at the end of this book. Why Do You Need a Custom Resume Template? Your resume is the very first step in getting a job. When you begin searching for a job, you'll ultimately be uploading or submitting resumes to various employers. If you turn in a poorly constructed resume—it could get tossed in the trash. You want a resume that will stand out and grab the hiring manager's attention. That's why I contracted a graphic designer to create 10 professionally designed resumes—all with nursing/healthcare themes. These resumes include all of the major sections. All you have to do is fill in your own information. They are completely customizable, and you can edit the text, add sections, or change them any way you want. You also get the 10 beautifully designed cover letters that match the resumes. You also receive a resignation template—for occasions when you need to leave your current job for a better opportunity. One resume template alone would be worth the price. However, you're going to receive all 10 professionally designed resume covers, along with cover letters and this short job guide. About the Book This book was designed to give you the

information you need to strategically find a job. You'll get information on compiling your resume, tips on how and where to submit your resume, tips when sitting for an interview, tips on leaving your old job, and tips on advancing your career. This is not just a book—this is a job tune-up. The guide is short and to the point, and focuses on the information you need to start finding a job immediately. The author, S.L. Page, shares her insights into getting a job. She combines her personal experiences along with the advice of nurse managers she's spoken with through the years. What This Book Package Includes: -10 beautifully designed resume templates -10 matching cover letter templates -A resignation/two weeks' notice template -The paperback book (to help you find a job). Template Requirements Templates are in .docx format. It is best to use Microsoft Word to edit them. Google Docs, a free alternative, may work okay—but some minor formatting errors may occur. For absolute best results, we recommend using Microsoft Word to edit the templates. Template Licensing Terms The templates may be used an unlimited number of times for your own personal use. You may not resell, redistribute, or give away for free any of the templates included with this package.

Stop Eating Your Heart Out - Meryl Hershey Beck 2012-04-01

What to do when food is NOT your best friend. According to a recent Self Magazine, 65% of all women have an unhealthy relationship with food. Often they use food to numb feelings and become binge eaters or overeaters. Food becomes their primary means for coping with everyday stress, anxiety, and other difficult feelings. Drawing on her experience of working with compulsive overeaters and binge eaters for over twenty years, Meryl Beck has developed a revolutionary approach for rewiring your brain that incorporates spiritual, physical and emotional tools for getting healthy. This 21 day plan brings together tools from psychotherapy, the 12 Steps, personal growth, work, and energy healing. Stop Eating Your Heart Out offers a way to rewire the brain to respond differently to the impulses and feelings that create bingeing. Beck, a therapist, and former binge takes an approach to recovery from emotional eating that incorporates spiritual, emotional, and energy work.

High-Tech High-Touch Recruiting - Barbara Bruno 2020-09-10

Despite global economic conditions, companies are always looking to attract and retain the best talent. Unfortunately, almost 30% of US job seekers leave a new job within the first 30 days. Why? Many new recruiters rely too heavily on high-tech tools to attract candidates and may not have learned the fundamental relationship-building skills that help recruiters ensure that clients and candidates are a good match. High-Tech High-Touch Recruiting provides recruiters with an end-to-end process for recruiting the highest caliber talent who, after they are hired, will become engaged employees. While emphasizing the overall importance of building "high-touch" relationship-building skills, the book outlines how these can be blended successfully with "high-tech" tools such as AI-powered software applications to identify a large pool of qualified job candidates. Once you've identified candidates, the author cautions against the sole use of text and email communication and suggests that recruiters conduct a general interview in order to better ascertain whether a candidate is the best fit for the role. High-Tech High-Touch Recruiting comes with online resources including sample offer letters, recruiting scripts, job requisitions, interview scorecard, a listing of characteristics of best hires and guidelines for a 9-step telephone interview process.

COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition - KONAR, NIRA 2021-11-08

'Communication Skills for Professionals' is a time-tested book which aims to equip students, academicians and professionals with all the necessary skills to communicate effectively, so that they can thrive in this competitive world. WHAT DOES THE BOOK CONTAIN This compact and student friendly text is divided in several sections, and covers several topics like Detailed section on Vocabulary. • Items of: grammar; verbs; phrasal verbs; voices; tenses; transformation and synthesis of sentences. • 'Rectification of Grammatical Errors' in order to identify and correct errors. • Analysis of the 4 skills of Listening, Speaking, Reading and Writing. • Skills of Technical Writing and Public Speaking. • Body Language and Group Discussion. All these and more aims to make the learner a winner, not only in his personal life, but also in his Professional

life. The book is easy to read and understand. Each point is illustrated with examples from practical life. Even the grammar exercises and all other activity-based questions have been skillfully designed and worked out in Classrooms. WHAT IS NEW TO THIS EDITION • In the modern business world where speed and ease of communication is very important E-mails have become widely prevalent. An E-mail can even make or break a career. • Detailed discussions have been shared in this Edition on how to write the perfect E-mail. • A completely new chapter has been added on social media tools like LinkedIn, Facebook and Twitter. Job seekers would learn how to upload their portfolios and highlight their skills and achievements and connect with prospective employers and collaborators. Book Reviews "I have been a regular user of the book by Prof. Nira Konar and found it a very reliable resource. The chapters on 'Group Discussion and Body Language' are particularly helpful. Besides, the chapter on 'Communication Theory' has been relevantly and effectively explained keeping in mind the needs of the students. Overall, the book is very accessible by all levels of students. It is a part of recommended reading for my students." - Nandini Mukherjee Course Coordinator, Department of Communicative English, St. Xavier's College, Kolkata "An extremely concise, lucidly written and reader-friendly book, that serves as a handy reference manual for all in-service English language teachers of degree engineering colleges. The B.Tech Communicative English syllabus has been closely followed, with detailed sections on grammar, writing and comprehension. The chapters on vocabulary take an insightful look at etymology, word origins, synonymy and antonymy. Detailed word lists and practice exercises make the section extremely helpful for practicing teachers. The sections on grammar are fairly detailed, offering a thorough analysis of Verbs, Tenses, Voice, Narration, Transformation of Sentences and Error Correction. There are plenty of practice exercises for the teacher to choose from. Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication. The section on report writing is extremely useful as a guide for teachers for teaching students the

formatting and writing essentials in documenting reports. There is a section on professional speaking too, which enriches the content of the book. On the whole, the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many years to come." - Dr Indrajit Bose Assistant Professor of English, GNIT, Kolkata "Dr. Konar's book acts as a comprehensive guide to the students of professional, technical as well as basic courses to hone their language skills. The language of the book is persuasive, fluid and student-friendly which makes it useful even to the first generation learners of English. The scope of this book extends from word-building to report writing and covers almost all the thrust areas of language training in a nutshell. Hence, it deserves a shelf-space in the library of any institution." - Ayushman Banerjee, Assistant Professor in English, Haldia Government College, Kolkata "This is one of the best books on 'Communication' available in the market. Dr. Nira Konar is a brand by herself whenever English Language Teaching (ELT) comes into discussion. This compact edition discusses in detail the various aspects of language ranging from Vocabulary, Grammar, Syntax to effective communication in business. The book gives a clear reading of LSRW skills such as writing, reading, listening, and public speaking. It further confers different means of effective communication, situational dialogues, body language, and group discussions. The book follows the present MAKAUT curriculum of English for B.Tech 1st year 2nd Semester (HM-HU 201 & HM-HU 291) thoroughly. It not only gives an overview of the Theory syllabus but also provides details of Language Laboratory activities as well. "Communication Skills for Professionals" enables the readers to express themselves clearly and communicate effectively at the workplace. This book not only deals with the rudiments of communication but also gives insights into the body language and provides important tips on how to be successful at interviews and group discussions. Primarily intended for students of engineering and technology, the book will also be useful for Management students and the students of all disciplines who want to acquire the skill in corporate communication and excel in their respective professional areas." - Sohini

Datta Assistant Professor, Department of Management, IEM, Sector V, Salt Lake, Kolkata "Easy and in-depth writing on the subject is the aim of this book. The author has put in here the fruits of teaching the students from the wide-ranging and first-hand knowledge of business speaking and writing, and listening in a friendly way. It is enriched with extensive references. On every page of the book the students will see how a simpler style of English is balanced with their need." - Dalia Sen Assistant Professor, Bengal Institute of Technology (Under Techno India Group), Kolkata
Model Rules of Professional Conduct - American Bar Association. House of Delegates 2007

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.