

1. Record Nr.	UNINA9910458723203321
Autore	Bennett Scott <1962->
Titolo	The elements of resume style : essential rules for writing resumes and cover letters that work / / Scott Bennett
Pubbl/distr/stampa	New York : , : American Management Association, , 2014 ©2014
ISBN	0-8144-3394-4
Edizione	[Second edition.]
Descrizione fisica	1 online resource (176 p.)
Disciplina	650.14/2
Soggetti	Resumes (Employment) Cover letters Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	COVER; TITLE; COPYRIGHT; CONTENTS; PREFACE TO THE SECOND EDITION; INTRODUCTION: WRITERS MAKE CHOICES; WHY SOMETIMES YOU CAN DO EVERYTHING RIGHT AND STILL GET NO INVITATION TO AN INTERVIEW; PAY ATTENTION TO ITEMS WITHIN YOUR CONTROL; LESS IS MORE; TWELVE THINGS YOU CAN DO WITHOUT; 1. COMMON CONCERNS; ARE YOU SURE OF WHERE YOU WANT TO WORK?; ARE YOU SURE OF WHAT YOU WANT TO DO?; MOVE BEYOND YOUR DREAMKILLERS; RESUME LENGTH; CHRONOLOGICAL OR FUNCTIONAL RESUME?; EMPLOYMENT GAPS; INCLUDE INTERIM JOBS?; SELF-EMPLOYMENT; JOB HOPPING; WHAT ABOUT SOCIAL MEDIA? 2. PRESENTATION: THE READER SEES MORE THAN WORDS PAPER; INK; MARGINS; SPACING; FONT; BOLDFACE; ITALICS; ALL CAPS; UNDERLINING; SAVE AS . . . ; 3. EVEN THE SIMPLEST ITEMS SEND MESSAGES TO THE READER; YOUR NAME; YOUR ADDRESS; YOUR PHONE NUMBER; YOUR FAX NUMBER; YOUR E-MAIL ADDRESS; YOUR E-MAIL SIGNATURE; 4. SELL YOUR SKILLS AND EXPERIENCE-ALWAYS WITH THE READER IN MIND; GOAL SECTION?; GOAL VS. OBJECTIVE; EXECUTIVE SUMMARY SECTION?; GIVE READERS A REASON TO BELIEVE; EDUCATION OR WORK EXPERIENCE SECTION FIRST?; ""WORK EXPERIENCE"" VS. ""PROFESSIONAL EXPERIENCE""; POSITION DESCRIPTIONS/BLURBS SENTENCES/ACTION STATEMENTS VERBS/ACTION WORDS; VOLUNTEER

EXPERIENCE SECTION; EDUCATION SECTION; INVENTIONS, PUBLISHED WORKS, SEMINARS SECTION; SOFTWARE SKILLS SECTION; LANGUAGE SKILLS SECTION; MEMBERSHIPS SECTION; REFERENCES STATEMENT?; PERSONAL INFORMATION SECTION?; ARTWORK, PHOTOS, DECORATIVE BORDERS, AND LINE ART; 5. DELIVER YOUR MESSAGE THE RIGHT WAY TO THE RIGHT PLACES; SENDING YOUR RESUME; JOB/CAREER FAIRS AND REVERSE JOB/CAREER FAIRS; RESPONDING TO BLIND ADS; THINKING OUTSIDE THE CUBICLE; 6. COVER LETTERS; COVER LETTERS IN GENERAL; SAMPLE RESPONSE LETTER
THE UNSUNG HERO OF THE JOB SEARCH: THE INQUIRY LETTER SAMPLE INQUIRY LETTER; INFORMATIONAL INTERVIEW REQUEST LETTER; SAMPLE INFORMATIONAL INTERVIEW REQUEST LETTER; 7. THE FINAL THREE PRE-INTERVIEW ITEMS: SALARY REQUIREMENTS, SALARY HISTORY, REFERENCES; REQUEST FOR SALARY REQUIREMENTS; REQUEST FOR SALARY HISTORY; ELEMENTS OF COMPENSATION FOR SALARY HISTORY; REFERENCES; 8. MARKETING TO YOURSELF; 9. BONUS INTERVIEW CHAPTER, BY POPULAR DEMAND: SCOTT, MY RESUME WORKED! NOW WHAT?!; PHYSICAL PREP; MENTAL PREP; READ UP AND THEN MEET UP; ARE YOU READY FOR YOUR CLOSE-UP?; AFTER THE INTERVIEW
CONCLUSION: YOU'RE THE CARPENTER APPENDICES; A. MORE EXAMPLES OF EFFECTIVE POSITION DESCRIPTIONS/BLURBS; B. A SPECIAL NOTE TO HOMEMAKERS; C. A SPECIAL NOTE TO VETERANS; D. A SPECIAL NOTE TO EX-OFFENDERS; E. A SPECIAL NOTE TO PEOPLE IN RECOVERY; INDEX; ABOUT THE AUTHOR; FREE SAMPLE CHAPTER FROM ACING THE INTERVIEW

Sommario/riassunto

It's amazing the misinformation found in most resume books! Scott Bennett has hired hundreds of people in a variety of industries, and he knows firsthand what kind of resume sparks an employer's interest- and which ones fail. In *The Elements of Resume Style*, he warns against popular "tricks" that tend to backfire- and instead shows readers how to craft clear, compelling, targeted resumes and cover letters that lead to real jobs.

2. Record Nr.	UNINA9910463445903321
Titolo	Creating desired futures : how design thinking innovates business // Edited by Michael Shamiyeh and DOM Research Laboratory
Pubbl/distr/stampa	Basel, Switzerland : , : Birkhauser, , 2010 ©2010
ISBN	9783034611398
Descrizione fisica	1 online resource (424 pages)
Classificazione	AP 13550
Disciplina	745.4
Soggetti	Design Creative ability in business Organizational change Organizational effectiveness Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Frontmatter -- Table Of Contents -- FOREWORD -- Contributors -- Design new futures -- Michael Shamiyeh -- Design New Futures! / Shamiyeh, Michael -- Design Matters for Management / Boland, Richard J. / Collopy, Fred -- Form Follows Sense. New Innovation and Design Strategies for Crisis-Ridden Times / Carbonaro, Simonetta / Votava, Christian -- How We Learned to Pluralize the Future: Foresight Scenarios as Design Thinking / Alstyne, Greg Van -- The Promise of Linear Control versus Complex Realities-The Complementary Approach to Organization Development / Schwaiger, Wolfgang -- Ways of bringing it about -- Michael Shamiyeh -- Anecdote by a Nike Product Manager / Murillo, Marco -- From Operation Research to Cybernetics and Finally to Design Thinking / Gharajedaghi, Jamshid -- Ways of Bringing It About / Shamiyeh, Michael -- Abductive Reasoning and the Conjecture of the New / Shamiyeh, Michael -- The Problem with Tough Problems / Kahane, Adam -- Designing-Innovation at the Crossroads of Structure and Process / Bauer, Robert M. / Eagen, Ward M. -- Uncovering Design Attitude: Inside the Culture of Designers / Michlewski, Kamil -- Design Thinking within Shell Innovation/Research;

Business as Usual? / Chatterjee, Arnab -- Reflecting on the Conceptualization and the Empirical Focus of Design Thinking / Griesbach, David -- Cases on design methodology: sustainability -- Michael Shamiyeh -- Designing Systems at Scale / Dust, Fred / Prokopoff, Ilya -- Six Ideas at Work in Low Carbon Urban Projects / Gutierrez, Alejandro -- Food, Food Systems and Sustainability / Thackara, John -- Cradle-to-Cradle Design: Creating Healthy Emissions-A Strategy for Eco-Effective Product and System Design / Braungart, Michael / McDonough, William / Kälin, Albin / Bollinger, Andrew -- Management strategies by design -- Michael Shamiyeh -- Frameworks, Artefacts, Designers-Three Vectors 1 of Design / Michlewski, Kamil -- In Defense of Strategy as Design / Liedtka, Jeanne -- The Practice of Breakthrough Strategies by Design / Fraser, Heather M. A. -- Strategy Design: Design Practices for Entrepreneurial Strategizing / Grand, Simon -- Designing Business Architecture / Gharajedaghi, Jamshid -- Corporate innovation and design -- Michael Shamiyeh -- Planning Innovations: A Question of Design? / Zillner, Sonja -- Meeting Innovation Requirements in Large Companies / Fliegel, Gerald -- From Dogma to Style On Wittgenstein and Redesign / Duschlbauer, Thomas -- Beyond the Nostalgia of Political Spatial Practice / Miessen, Markus

Sommario/riassunto

Die heutige Gesellschaft erbringt Höchstleistungen im Streben nach immer mehr und immer spezifischerem Know-how in den unterschiedlichen Fachbereichen, und die Strukturen in heutigen Unternehmen werden immer komplexer. Dabei ergeben sich an den Schnittstellen Probleme, die eines ganzheitlichen Lösungsansatzes bedürfen. *Creating Desired Futures* definiert Design als kreativ-analytische Methode zur Entwicklung und Erforschung alternativer Lösungen für komplexe Probleme und zeigt auf, dass Design dem aktuellen Bedarf der Wirtschaft an innovativen Strategien in besonderem Maße gerecht wird. In 24 Fachbeiträgen von Designern, Architekten und Vertretern großer Unternehmen wie Nike oder Shell thematisiert das Buch, inwieweit ein solcher designbasierter Ansatz helfen kann, Probleme in Unternehmen zu definieren, einzuschätzen und zu lösen. Dabei werden sowohl konkrete Strategien aus der Praxis, als auch innovative Ansätze aus dem Bereich Unternehmensberatung vorgestellt; Beiträge aus Forschung und Lehre erörtern theoretische Aspekte zum Thema "Design Thinking". Michael Shamiyeh ist praktizierender Architekt mit eigenem Büro (Shamiyeh Associates) und zudem Gründer und Leiter des Design-Organisation-Medien Forschungslabors (DOM) an der Kunstuniversität Linz. Er beschäftigt sich mit der Relevanz des kreativen-analytischen Ansatzes im architektonischen Denken zur Lösung von komplexen Problemen im Bereich Strategic Business Thinking and Innovation. Shamiyeh wurde bereits mehrfach ausgezeichnet, unter anderem mit dem Innovation Prize (2008) des österreichischen Bundesministeriums für Wissenschaft und Forschung sowie dem Future Award (ZuP, 2003) und dem Award für Entrepreneurship (2000), beide verliehen von der österreichischen Regierung.

Today's society is making great leaps in its effort to obtain ever more and ever more specific know-how in various specialties, with the consequence that the structures of today's companies are become increasingly complex. This in turn leads to problems at the points of interface, which calls for a comprehensive approach to solutions. *Creating Desired Futures* defines design a creative, analytical method to develop and explore alternative solutions to complex problems, and it shows that design is particularly well suited to the business world's current need for innovative strategies. In twenty-four essays by

designers, architects, and representatives of large companies such as Nike and Shell, the book shows how such a design-based approach can help define, assess, and solve problems for companies. It presents not only specific strategies from actual practice but also innovative approaches from the world of corporate consulting. Essays by researchers and teachers discuss theoretical aspects of the subject "Design Thinking." Michael Shamiyeh is a practicing architect with his own firm (Shamiyeh Associates) and also founder and direction of the DOM (Design-Organisation-Media) Research Laboratory at the Kunstuniversität Linz. He works on the relevance of creative, analytical approaches in architectural thinking to solve complex problems in the area of Strategic Business Thinking and Innovation. Shamiyeh has received numerous awards, including the Innovation Prize (2008) of the Austrian Federal Ministry for Science and Research and well as the Future Award (ZuP, 2003) and the Award for Entrepreneurship (2000), both awarded by the Austrian government.
