

1. Record Nr.	UNINA9910463458103321
Autore	Kennedy Joyce Lain
Titolo	Job search letters for dummies [[electronic resource] /] / by Joyce Lain Kennedy
Pubbl/distr/stampa	Hoboken, N.J., : John Wiley & Sons, c2013
ISBN	1-118-43642-3
Edizione	[4th ed.]
Descrizione fisica	1 online resource (363 p.)
Collana	--For dummies
Disciplina	650.142
Soggetti	Career development - Computer network resources Job hunting - Computer network resources Job hunting Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"Making Everything Easier!"--Cover. Includes index.
Nota di contenuto	Contents at a Glance; Table of Contents; Introduction; About This Book; Foolish Assumptions; Icons Used in This Book; Beyond the Book; Where to Go from Here; Your Treasure Hunt Begins; Part I: New Tools for New Times; Chapter 1: Best Messages: Land Jobs and Leap Ahead; A Brief Kaleidoscope of Letter Types; Digital Is Destiny; Memorable Job Search Letters; Why Job Letters Are the Future; Chapter 2: Mobile Meets Job Search; The FAQs of Mobile Job Search; Who Mobile Benefits Most; What Mobile Offers Everyone; Say Hello to Job Search Apps; Greet Mobile Company Job Pages Consider These Message TipsCheck Out Sample Mobile Messages; Mobile Job Search in the Digital Age; Chapter 3: Newcomer Letters that Persuade; 13 Messages to Outrun Rivals; More Cool Job Letters Ahead; Part II: Essential Job Search Letters; Chapter 4: Job Ad Reply Letters and Notes; Watching for Smooth Moves; Making Contact with Cover Notes; Feasting Your Eyes; Chapter 5: Getting Help: Networking Letters; Zooming In on Purposeful Networking; Finding the Best Places to Network; Networking Letters to Note; Help on the Way - Samples Ahead; Chapter 6: Prospecting Letters Pitch with Immediate PromiseSend Digital Mail or Postal Mail?;

Techniques to Tap; On with the Letters!; Chapter 7: After-Interview Letters; Great Reasons to Write After Interview; Tackling the Mechanics of Your Letter; Letters to Lift You Above the Crowd; See Samples That Jell the Sell!; Part III: Creative Fresh Messages; Chapter 8: Social Media Messages; Social Media Is a Tool You Can Learn; Meet Three Big Social Players; Suggestions for Social Searching; Short and Sweet Social Messages; "If You Don't Ask, You Don't Get"; Chapter 9: Branding Statements, Bios, Profiles, and Speeches
Differing Points of ViewButtoning Down Your Brand; Creating a Marvelous Bio; Aiming High with a Bio Flyer; Perfecting an Online Profile; Going Up in an Elevator Speech; Common Threads for Your Search; Chapter 10: Interview Leave-Behind Docs; A Leave-Behind Brings You to Mind; 15 Leave-Behind Topics to Remember; Writing Effective Leave-Behinds; Review Samples of Leave-Behinds; Chapter 11: References and Recommendations; Reference ABCs You Don't Want to Miss; With the Right References, You Rock!; Handle Reference Problems Skillfully; Put Time on Your Side
Chapter 12: Online Portfolios, Prezis, and VideosBest Prospects for Telling Your Story; Rewards of Online Presentations; Attract Interest with a Work Portfolio; Electrify Employers with a Prezi; Video: Hiring Tool or Turnoff?; Virtual Job Search is Racing Ahead; Chapter 13: Getting Ahead in the Job You Have; Messages That Grow Your Career; Cover Your Bases with Workplace Docs; Part IV: Best Writing Elements; Chapter 14: Writing Your Way to a Job; Zooming In on the Basics; Advantages of Stand Out Letters; Disadvantages of Stand Out Letters; Unfreezing Writer's Block
Ugly Typos, Sloppy Letters, Few Offers

Sommario/riassunto

New-style job messages that get you in the door and on your way upFrom sparkling cover letters to six-word bios, a fresh bevy of job search letters has grown powerfully useful for successful career communications. Job Search Letters For Dummies delivers the quality of New Era know-how you need right now to land good jobs and thrive. Whether you're a long-time professional or a recent college graduate - or somewhere in between - Job Search Letters For Dummies has you covered.Job Search Letters For Dummies covers the gamut of leading-edge topics, includin

2. Record Nr.	UNINA9910556896903321
Autore	Wilson Michael <1947 April 12->
Titolo	Life after death : what happens to your body after you die? / / Michael Wilson
Pubbl/distr/stampa	Cham, Switzerland : , : Springer, , [2022] ©2022
ISBN	9783030830366 9783030830359
Descrizione fisica	1 online resource (282 pages)
Collana	Springer Praxis Bks.
Disciplina	616.078
Soggetti	Medical microbiology
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.