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Autore Sarmiento Kimberly <1975->

Titolo How to write successful letters of recommendation : 10 easy steps for reference letters that your employees, colleagues, students & friends will appreciate / / Kimberly Sarmiento, Certified Professional Resume Writer

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Nota di bibliografia Includes bibliographical references and index.

Nota di contenuto ""Dedication""; ""Table of Contents""; ""Introduction""; ""A 10-Step Summary""; ""Book Organization""; ""PART ONE""; ""Chapter 1: Letters of Recommendation Overview""; ""Letter of Recommendation Defined""; ""Chapter 2: When (and How) to Say No""; ""Chapter 3: What to Know Before You Write a Letter""; ""Letter Rules and/or Guidelines""; ""Chapter 4: Writing a Strong Letter Part One: Structure, Format, & Grammar""; ""Letter Components""; ""Formatting Elements""; ""Mailed Letters vs. Emailed Letters""; ""Paragraphs vs. Bullets""; ""Writing Guidelines""; ""Spell it out and Avoid Company Jargon:""
""Common Grammatical/Word Use Mistakes to Avoid""""Chapter 5: Writing a Strong Letter Part Two: Content Strategy""; ""Identify the Purpose of the Letter""; ""Introduce Yourself""; ""Explain Your Qualifications""; ""Remember the Value of Honesty""; ""Include Achievements & Results""; ""Answering Questions the Reader Wants to Know""; ""Provide a Means of Follow Up""; ""PART TWO""; ""Chapter 6: The Professional Letter of Recommendation, Part 1""; ""Content that Matters""; ""Experience Matters""; ""Avoid Templates""; ""Chapter 7: The

Professional Letter of Recommendation, Part 2""

""The Business Relationship""""The Job Opening""; ""Chapter 8: The Academic Letter of Recommendation""; ""Undergraduate Programs""; ""Graduate Schools""; ""Scholarships/Fellowships""; ""Internships""; ""Chapter 9: Writing a Letter of Recommendation for a Friend""; ""Chapter 10: Networking/Introduction Letter""; ""Professional Networking Sites""; ""Introductory Emails""; ""Chapter 11: Performance Evaluations""; ""Three-Level Systems""; ""Five-Level Systems""; ""Chapter 12: What to Leave Out of a Letter of Recommendation""; ""PART THREE"" ""Chapter 13: Sample Professional Letters of Recommendation"""" Chapter 14: Sample Academic Letters of Recommendation""; ""Chapter 15: Quick Guides for Letter Writing""; ""Synonyms List""; ""Character Traits to Focus On""; ""Action Words""; ""Conclusion""; ""Contributors""; ""Bibliography""; ""Author Biography""

Sommario/riassunto	Letters of recommendation are a part of every standard school or job application. As an employer, professor, colleague, peer, or friend, chances are that at one point or another, you will be asked to put a person on paper and every word counts. How to Write Successful Letters of Recommendation is your one-stop source for painting the perfect picture in just one short letter. You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend, colleague, or student accepted or hired. The most effective letters of recommendation are accurate,

2.	Record Nr.	UNINA9910143694003321
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	Descrizione fisica	1 online resource (347 p.)
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	Nota di contenuto	Introduction : goodwill and blue skies? : getting a grip on nonfinancials -- True and fair view? : the glaring deficiencies of financial reporting -- Open sesame? : nonfinancial reporting between pressures, paradoxes and potentials -- Competitive value : brands, customers and markets -- Management value : strategy, governance and outlook -- Human resources value : productivity, motivation and potential -- Ethical value : CSR, sustainability and stakeholder dialogue -- Says who? : addressing stakeholders and facing issues -- New wine in new bottles? : strategy, structure and style.
	Sommario/riassunto	According to research carried out by Ernst & Young, 35% of all investment decisions are based on nonfinancial attributes. A substantial body of literature deals with the management and measurement of nonfinancial assets. This book, by contrast, focuses on best practice in disclosure: How do companies present their vital resources in annual, quarterly, and corporate citizenship/sustainability reports and also in other publications and on their web sites?Do they provide a coherent, consistent, and convincing view of resources like management quality, brands, and intellectual capital?