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Autore	Mayer Dale <1961->
Titolo	Career essentials : 3 in 1 // Dale Mayer
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ISBN	1-927461-20-0
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Descrizione fisica	1 online resource (222 pages)
Collana	Career Essentials ; ; v.4
Disciplina	351.6095
Soggetti	Job hunting
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Intro -- Title Page -- Table of Contents -- About This Boxed Set -- Career Essentials -- Title Page -- Dedication -- Acknowledgments -- Introduction -- 1: What is a Résumé? -- How to use this book -- Why do you need a résumé? -- Top reasons to update your résumé -- A résumé follows basic rules -- The length of your résumé -- Avoid these top mistakes -- 2: The Résumé style -- Chronological format -- Sample chronological format -- Sample chronological résumé -- Functional format -- Functional résumé (short) -- Functional résumé (long) -- Functional résumé -- Combination / hybrid format -- Sample combination format -- Completed combination résumé -- Other résumé formats -- Targeted -- Creative -- And more -- Résumé vs CV -- Curriculum Vitae -- Sample curriculum vitae format -- 3: Building Blocks -- Contact information -- Career goal or objective -- Professional summary -- Action words -- Action word statements -- Employment history -- Dates -- Skills -- Education -- Publication & presentations -- Professional associations -- Volunteer / community involvement -- Personal information -- Minor building blocks -- Certifications -- Course work -- Work authorization -- Security clearance -- Endorsements -- References -- 4: Problem Areas -- Employment issues -- Recently laid off -- Inconsistent work history -- Job-hopping -- Having had only one job -- Criminal record -- Overqualified -- Underqualified -- Only local applications -- 5: Electronic Résumé -- Scannable -- Electronic - for job banks -- Electronic - in an email -- Portable document format (PDF) --

Electronic forms -- 6: Word Choices -- Words to avoid -- Transferable skills -- Writing great copy -- 7: The Final Check -- General -- Identification -- Career goal -- Summary -- Experience -- Education -- Other headings -- 8: Warning -- 9: Conclusion -- Bibliography -- Career Essentials.

Title Page -- Dedication -- Acknowledgments -- Introduction -- 1: Cover letters -- Purpose of the cover letter -- Types of cover letters -- Getting started -- When you're blocked -- Tips for all cover letters -- Quick note on letter styles -- 2: The Basics -- Grammar -- Punctuation -- Skills -- Basic skills -- Desirable skills -- Action words -- Action word statements -- 3: The Essential pieces -- The address -- The salutation -- The punctuation -- Reference line -- Opening line -- Body of letter -- The Closing paragraph -- Closing -- Sending a letter -- Addressing salary issues -- Salary expectation -- Salary history -- 4: Emailing vs mailing -- What can you send via email? -- The difference between the basic pieces -- The subject line -- The date -- Your email address -- Mailing addresses -- Salutations on an email letter -- Your signature -- Letter style -- Attachments -- Good business practices -- Timing -- The biggest mistakes when emailing cover letters -- Email cover letter format-informal -- 5: Cold contact letter -- What goes in the cold contact letter? -- Sample 1-cold call letter via email -- Sample 2-cold call letter to mail -- 6: The Application letter -- What goes in the application letter? -- Sample 1-form letter for mailing -- Sample 2-cover letter -- 7: The Referral letter -- What goes in the referral letter? -- Sample 1-referral letter -- Sample 2-referral letter -- 8: The Networking letter -- What goes in a networking letter? -- Sample 1-networking letter casual email informal -- Sample 2-networking letter -- 9: Prospecting letter -- What goes in a prospecting letter? -- Sample 1-form prospecting letter -- Sample 2-for a potential job -- For students -- Sample 3-form letter for student -- Sample 4-form letter for graduating students -- 10: Follow up letters -- What goes into the follow-up letter? -- When do you send the letter?.

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### Sommario/riassunto

This book has it all It's three books in one. the print copy is over 375 pages. This compilation includes the three Career Essential books - The Resume, The Cover Letter, The Interview. Learn everything you need to know right from creating a dynamite resume, a compelling cover letter to great interview techniques that will help you nail your interview. All three books are available separately and now they are available in one package. If you are job hunting, looking at changing your career, or even considering what options you have, this book will help you to gain clarity to make your move - regardless of what it is. There's no need to wait. Learn everything you need to know to get through the process and find the right job for you.

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2. Record Nr.	UNISA996248309303316
Autore	Mazierska Ewa
Titolo	Masculinities in Polish, Czech and Slovak cinema : Black Peters and men of marble // Ewa Mazierska
Pubbl/distr/stampa	New York, : Berghahn Books, 2008
ISBN	1-84545-239-9 1-78238-216-X
Edizione	[1st pbk. ed.]
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Disciplina	791.43652041
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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 (p. 219-231) and index.
Nota di contenuto	Masculinities in Polish, Czech and Slovak Cinema; Contents; List of Illustrations; Acknowledgements; Introduction; CHAPTER 1. Polish and Czechoslovak Histories, Cultures and Cinemas; CHAPTER 2. Madmen, Martyrs, Dodgers: Men and War; CHAPTER 3. Who Is My Father?; CHAPTER 4. Larks on a String, or Men in Love; CHAPTER 5. You Will Not Find Much?; CONCLUSIONS. Between Fate and Emptiness; Bibliography; Index
Sommario/riassunto	Gender, especially masculinity, is a perspective rarely applied in discourses on cinema of Eastern/Central Europe. Masculinities in Polish, Czech and Slovak Cinema exposes an English-speaking audience to a large proportion of this region's cinema that previously remained unknown, focusing on the relationship between representation of masculinity and nationality in the films of two and later three countries: Poland, Czechoslovakia/the Czech Republic and Slovakia. The objective of the book is to discuss the main types of men populating Polish, Czech and Slovak films: that of soldier, f