

Internal Promotion Offer Letter

Readymade Job Search Letters Lynn Williams.2008-12-03 A well-written letter can help you to secure a job interview. It directs attention to your good points and away from your weaker ones, helping you to create the right impression and get your point across clearly and concisely. Whether you have considerable experience, are looking for a first job, or returning from a career break, you need to be able to write a professional, business-like letter. Your letter is the first thing that the employer sees, so the impression that they get at this stage will stay with them. This fully revised new edition of Readymade Job Search Letters gives advice on style, presentation, the best words to use, common mistakes to avoid, and writing effective email job applications. It will help you to make a favourable impression, inform, persuade and build a good relationship with the people you write to in order to get that interview. It also provides a wide selection of letters for different situations that can be adapted for individual use, such as: speculative enquiries to a company, requests for an introduction, replies to an advertised vacancy, applications for promotion, cover letters for CVs. Punchy and informative and with supporting online downloadable sample letters, Readymade Job Search Letters is essential kit for any serious job-hunter.

Diverse Administrators in Peril Edna Chun,Alvin

Evans.2015-12-03 Diverse Administrators in Peril is the first in-depth examination of the work experiences of minority, female, and LGBT administrators in higher education. Written by two award-winning practitioners in higher education, this vivid and intensive study of American leadership from the inside out

illuminates how the collision between everyday life and systems of power takes place in patterns of subtle discrimination. Based on scores of interviews with diverse administrators, the book examines patterns of racism, sexism, and heterosexism that persist in the highest administrative ranks and provides concrete strategies and models for inclusive leadership practices.

Women and the Practice of Medicine Lucille A.

Lester.2021-08-01 This text offers a new interpretation of the dramatic changes that occurred in women in medicine over the course of the last seventy years, starting from the 1950s when women physicians were a curiosity to the present day when their presence is accepted and their achievements are broadly acknowledged. In seven chapters arranged by decades, this book examines the seminal events that shaped what has been described as “the changing face of medicine.” Using the lived experiences of women physicians featured as vignettes throughout the narrative, the book traces the effects of the quota system for admissions, second wave feminism and Title IX legislation, the restrictions of the “glass ceiling,” and a cascade of “equity issues” in career advancement and salary to offer a new account of the roles women played in shaping the standards and the contributing to progress in the field of medicine. Women faced gender specific challenges to enter, train and practice medicine that did not abate as they strove to balance work and family. As the book shows, such challenges and the attendant institutional responses offered by medical schools and government rulings shaped how women “do” medicine differently. *Women and the Practice of Medicine* offers a unique interpretation of this history and accounts for the changes in social norms as well as in women’s perspectives that have made them an invaluable “new normal” in the contemporary world of medicine. This book fills a gap in the more recent history of women in medicine, much of which is written by academic historians or sociologists; this book contributes a clinician’s “on

the ground” point of view. It includes a researched, structured historical narrative spanning the last 70 years, but it seeks to frame this narrative with the personal stories and accomplishments of women physicians who lived through the time in question. The book also provides an overview of how much has changed in the practice of medicine as well as a reminder of what has not changed and what needs to further evolve for women to be equitable partners in medicine as well as other professional disciplines. The book concludes with two appendices containing a questionnaire used in interviews of 40 women conducted at the start of the book project, and a summary of the qualitative findings from the semi-structured interviews.

Getting There Luis A. Martínez.2008-07-31 Are you frustrated in your current job? Are you unemployed? Do you believe you can achieve more, but dont know where to start? The process outlined in this book has been used successfully by hundreds of clients. My clients are speech pathologists, chief marketing officers, certified public accountants, nurses, attorneys, plumbers, chief executive officers, music teachers, software engineers, supply chain managers, artists, etc. What do they all have in common? They all have a desire to do something different, to have rewarding, fulfilling work lives. They used this book to help them move from the frustrating situations they were in, towards rewarding, meaningful careers in their chosen field. This is what some of my clients have said: You changed my life! You made me put me first, and no one has ever made me put me first. No one ever asked me And what do YOU want for yourself? RACHELLE EVANS, Payroll Manager, Phoenix, AZ Brilliant! MICHAEL VAN INGEN, Cornell graduate Getting There by Luis Martinez offers step-by-step guidance & hints to help job-seekers -- whether youre a recent college grad or are an experienced worker looking for new directions -- achieve their professional goals. Few people have as deep an understanding of corporate hiring as Luis Martinez. As a Human Resources Consultant at Xerox, he has advised a whole

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spectrum of employees for many years. Now Martinez shares powerful lessons from his long career. Christine Cody, Sales Professional, Brooklyn, NY

How to Open and Operate a Financially Successful Interior

Design Business Diane Leone.2010 Book & CD-ROM. An active real estate market has turned interior design into a boom industry in recent years. Interior designers owning their own firms have a median income of \$75,000. Tens of thousands of homes are for sale in the United States today, and many need the help of an interior designer to be sold. Interior designers create the spaces where we work, play, and live every day. Whether it is a private residence, corporate office, retail store, or a zany restaurant, interior designers use their creativity, as well as their knowledge of colour principles, architecture, and design, to make it work and look amazing. As a result, they are well compensated for the work. This guide provides readers with an understanding of the basic concepts of starting their own interior design business. This book is a comprehensive and detailed study of the business side of interior design. You will learn everything from the initial start-up decisions to working with clients. If you are investigating opportunities in this type of business, you should begin by reading this book. You can build a highly successful business using your talent and understanding of colour and architectural features, while providing a much needed service to home owners. If you enjoy working with people and have that creative knack, this may be the perfect business for you. Keep in mind that this business looks easy but, as with any business, looks can be deceiving. This complete manual will arm you with everything you need, including sample business forms; contracts; worksheets and checklists for planning, opening, and running day-to-day operations; setting up your office; and dozens of other valuable, timesaving tools of the trade that no business should be without. While providing detailed instruction and examples, the author leads you through every detail that will bring success. You will

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learn how to draw up a winning business plan (the companion CD-ROM has the actual business plan you can use in Microsoft Word® and about choosing a name; getting Started; the who, what, when, why, and how of interior design; equipment; selling your other services to your present customers; home staging and interior redesign; how to build a portfolio; how to get your first clients; how to attract and bid on new jobs; contracts and billing procedures; advertising; insurance; legal matters; basic cost control systems; market research; getting new clients; tax laws; zoning laws; pricing; leads; sales and marketing techniques; and pricing formulas. You will learn how to set up computer systems to save time and money, how to hire and keep a qualified professional staff if necessary, how to meet IRS requirements, how to manage and train employees, how to generate high profile public relations and publicity, and how to implement low cost internal marketing ideas. You will learn how to build your business by using low and no cost ways to satisfy customers, as well as increase sales and have customers refer others to you. You will learn the basics of accounting and bookkeeping procedures, auditing, successful budgeting, and profit planning development, as well as thousands of great tips and useful guidelines. This manual delivers innovative ways to streamline your business. Learn new ways to make your operation run smoother and increase performance. Successful entrepreneurs will appreciate this valuable resource and reference it in their daily activities as a source of ready-to-use forms, Web sites, operating and cost cutting ideas, and mathematical formulas that can easily be applied to their operations. The companion CD-ROM contains all the forms found in the book, as well as a sample business plan you can adapt for your own use.

Professional english Elena Bárcena Madera, Raquel Varela Méndez. 2012-03-05 The goal of this book is to provide tuition and guidance for professionals, professionals-to-be and other interested parties regarding the correct way to express

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themselves in English in the professional world. In order to make the most of it and do so in a comfortable way, the starting level of English knowledge should be at least B1 (intermediate). These materials are intended, firstly, to support learning within and outside the classroom and, secondly, to enable the student to acquire his/her own the strategies and techniques necessary both to understand and produce a wide range of formal English texts and documents, and also interact in a number of communicative situations at work.

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

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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*

Strategic Staffing Jean Phillips.2023-01-05 Formerly published by Chicago Business Press, now published by Sage Strategic Staffing equips both current and future managers with the knowledge and skills to adopt a strategic and contemporary approach to talent identification, attraction, selection, deployment, and retention. Grounded in research, this text covers modern staffing concepts and practices in an engaging and reader-friendly format. Author Jean Phillips expertly guides students in developing a staffing strategy that aligns with business objectives, accurately forecasting talent needs, conducting thorough job or competency analysis, and strategically sourcing potential recruits. The Fifth Edition includes the effects of the COVID-19 pandemic on staffing needs worldwide, new coverage of staffing-related technologies, and updated examples throughout, providing students with the latest and most relevant knowledge in the field. Included with this title: LMS Cartridge: Import this title’s instructor resources into your school’s learning management system (LMS) and save time. Don’t use an LMS? You can still access all of the same online resources for this title via the password-protected Instructor Resource Site. Learn more.

Managing to Change the World Alison Green, Jerry Hauser.2012-04-03 Why getting results should be every nonprofit manager's first priority A nonprofit manager's fundamental job is

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to get results, sustained over time, rather than boost morale or promote staff development. This is a shift from the tenor of many management books, particularly in the nonprofit world. *Managing to Change the World* is designed to teach new and experienced nonprofit managers the fundamental skills of effective management, including: managing specific tasks and broader responsibilities; setting clear goals and holding people accountable to them; creating a results-oriented culture; hiring, developing, and retaining a staff of superstars. Offers nonprofit managers a clear guide to the most effective management skills Shows how to address performance problems, dismiss staffers who fall short, and the right way to exercising authority Gives guidance for managing time wisely and offers suggestions for staying in sync with your boss and managing up This important resource contains 41 resources and downloadable tools that can be implemented immediately.

Human Resource Management Pravin Durai.2010

The Complete Guide to Recruitment Jane Newell

Brown.2011-07-03 Recruiting the right people is one of the most important activities organisations can undertake. Getting it right can mean fast, healthy growth and the fulfilment of business goals; getting it wrong can mean heavy costs, sinking morale and stunted growth. *The Complete Guide to Recruitment* is a practical self-help guide to best practice in recruitment. With international case studies demonstrating how recruitment contributes to business success, it covers every aspect of the recruitment process including: developing an effective recruitment strategy; relationship building for long-term hiring; assessing and selecting candidates; designing the contract of employment; and creating a great place to work. Also incorporating a broad range of sample adverts, contracts and assessment tests which are available to download and edit, *The Complete Guide to Recruitment* is ideal for companies of all types and sizes who want to attract and retain top talent.

Crafting Public Institutions Arjen Boin.2001 Through case studies of two prison systems -- the U.S. Federal Bureau of Prisons and the Dutch prison system -- the book identifies the challenges and opportunities that confront public managers who want to reorient correctional policy and make prisons more effective. The book describes how focused leadership -- or its absence -- can make a major difference in the character and performance of public organizations. The author concludes that the ability of leaders to shape an organization's mission and motivate public servants in accordance with policy goals lies at the heart of making institutions work.

Corporate Policies and Procedures on Advertising & Promotion
United States. National Business Council for Consumer Affairs.
Sub-Council on Advertising.1972

Fitness for Work John Hobson,Julia Smedley.2019-02-21 The 'bible' of occupational health, *Fitness for Work* is the most in-depth and comprehensive resource available on the relationship between ill health and employment. The specialist advice given covers health hazards in the work place, fitness for work, and rehabilitation after illness or injury. A truly current source, it discusses the social aspects of work, and problems associated with our ageing workforce and changing population.

Communicating occupational health advice to patients, employees, and doctors, *Fitness for Work* improves relationships in the workplace. It details the impact of a patient's health on work, and how they can be supported to gain or remain in employment. This invaluable source argues that in a suitable role, an employee can derive immense benefits to their health and well-being from work. Importantly, this comprehensive title also presents tactics on how to reduce inappropriate barriers to work for those who have overcome an injury or disease, and those who live with chronic conditions. Fully revised and updated, the sixth edition of *Fitness for Work* is based on the latest research evidence and clinical advances. The first half of the book focuses

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on the general principles of fitness to work and occupational health practice, such as legal aspects, ethical principles, health promotion, health surveillance and general principles of rehabilitation. In addition, it advises on sickness absence, ill health retirement, medication, transport, vibration and travel. In the second half of the book, chapters are arranged by clinical speciality or topic, and are co-authored by a topic specialist and a specialist occupational physician providing a comprehensive view of the subject. For effortless reference, each specialty chapter outlines the conditions covered, their prevalence and impact, and discusses the clinical aspects and treatment that affects work capacity. All recommendations are evidence-based and make use of the NICE guidelines. The definitive text on the relationship between health and work, *Fitness for Work* delivers a wealth of valuable consensus guidance, codes of practice, and locally evolved standards. This highly-regarded resource is essential for all occupational health practitioners.

Effective Business Writing and Speaking Lawrence David Brennan.1963

The Holloway Guide to Technical Recruiting and Hiring Osman (Ozzie) Osman.2020-04-15 A practical, expert-reviewed guide to growing software engineering teams effectively, written by and for hiring managers, recruiters, interviewers, and candidates.

Fearless Salary Negotiation Josh Doody.2015-12-02

Business Communication Lawrence David Brennan.1960

Business Communication M. K. Sehgal.2008 Communication is the lifeblood of every business organization. This book on Business Communication aims to bring about the relevance/importance of communication in business. It highlights the different types of formal and informal communication taking place in an organization. Various forms of written and oral communication; including letters, memos, orders, interviews, group discussions, meetings etc., have been discussed in detail. Besides, the importance of non-verbal communication has also

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been elucidated. Effort has been made to keep the text simple and comprehensible, including a lot of examples and case studies. Students' exercise at the end of every chapter has been added to inculcate interest in readers for higher and deeper learning. There is comprehensive coverage of all topics on Business Communication prescribed for study for the students of Commerce, Management, Hotel Management and MCA etc. This book is not only helpful for the students of Business Communication, but is also a helpful guide to those who want to improve their communication skills.

Social security and related matters Council of Europe.1999-01-01 This glossary will be a privileged tool of translators, experts and all those working in the field of social issues. About 15 000 primary entries and a total of 28 500 terms contribute to make this glossary a comprehensive compilation in the field of social security.

Business Letters for Busy People National Press Publications.2002-01-01 An interactive CD-ROM updates this bestseller with sample letters and templates to help readers get all their correspondence done quickly and painlessly.

A Sender's Guide to Letters and Emails Chandana

Kohli.2014-01-05 Wondering how to word a key official letter?

Searching for the right way to write an email to an important

client? Thinking about how to convey what you want on an

important occasion? Your business and personal communication

letter and email guide is here. In today's world, where a lot

depends on the quality of your communication, how you approach

it is more important than it has ever been. Daily communication

happens, more often than not, without a personal interface, and

this makes the letter or email an extremely important tool to

convey your personality, skills and ideas effectively and

succinctly. Despite changes in the medium and the form, the

letter continues to be the driving force of all kinds of

communication, official or personal. This book will help you

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communicate more cogently and confidently, and guide you through situations where you might find it difficult to communicate in writing. Learn how to write suitable emails and letters for official needs and challenging social situations. Choose from over a hundred templates and tips. Find ready-made letters for all your business and personal needs. This book will make letter writing faster, easier and above all, perfectly suited to the situation and occasion.

Readymade Job Search Letters Lynn Williams.1995-01-01

Success in getting an interview and finding a job may depend on one's ability to send the right letter to potential employers. This selection offers examples of letters which readers can adapt and apply to their own situations, including applications for internal promotion.

Export Promotion and Small Business United States.

Congress. House. Committee on Small Business. Subcommittee on Export Opportunities and Special Small Business Problems.1983

How to Survive Your First Year in Teaching Sue

Cowley.2023-05-11 This new edition of Sue Cowley's bestselling book serves as a practical, up-to-date guide for early career teachers learning to navigate their first two years in the classroom. This introspective toolkit shows you how to not only survive but thrive during the first two years of your teaching career, and this latest edition provides practical new chapters on how to effectively manage your workload and gives plenty of useful teacher wellbeing tips. It reflects the introduction of the Early Career Framework along with revised material on the National Curriculum and the current Education Inspection Framework. Written in Sue Cowley's honest, accessible and down to earth style, How to Survive your First Year in Teaching is a must have for all new teachers at the start of their career.

Air Corps News Letter .1969

Corporate Policies and Procedures on Advertising &

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Promotion United States. National Business Council for Consumer Affairs. Sub-Council on Advertising and Promotion.1972

The Coaching Manager James M. Hunt,Joseph R. Weintraub.2016-04-13 The Coaching Manager, Third Edition provides students and managers alike with the guidance, tools, and examples needed to develop leadership talent and inspire performance. Using an innovative coaching model, bestselling authors James M. Hunt and Joseph R. Weintraub present readers with a developmental coaching methodology to help employees achieve higher levels of skill, experience greater engagement with organizations, and promote personal development. The thoroughly updated Third Edition reflects the authors' latest research, which focus on building and maintaining trust, working with others who are different from yourself, and coaching by the use of technology.

How to Survive Your First Year in Teaching 2nd Edition Sue Cowley.2009-03-16 The new edition of this successful book offers practical advice for trainee teachers, NQTs and others new to the profession. It is designed to help them survive and enjoy the difficult first year as a teacher. Written in Sue Cowley's honest and down-to-earth style, the book uses real situations and experiences to tell it like it is.

Civil Service Pay in Africa Derek Robinson,International Labour Office.1990 Provides information on how civil service remuneration systems work in African countries. Successful reform in civil service remuneration systems in Africa is of particular importance for countries in the process of structural adjustment because of its effect on the overall structural programme.

Report of Case Decisions United States. Federal Labor Relations Authority.1985-06-07

Congressional Record United States. Congress.1965

The New Rules of Work Alexandra Cavoulacos,Kathryn

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Minshew.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--

Computerworld .1980-08-04 For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

Philip Larkin: Letters Home Philip Larkin.2018-10-30 Letters Home gives access to the last major archive of Larkin's writing to remain unpublished: the letters to members of his family. These correspondences help tell the story of how Larkin came to be the writer and the man he was: to his father Sydney, a 'conservative anarchist' and admirer of Hitler, who died relatively early in Larkin's life; to his timid depressive mother Eva, who by contrast, lived long, and whose final years were shadowed by dementia; and to his sister Kitty, the sparse surviving fragment of whose correspondence with her brother gives an enigmatic glimpse of a complex and intimate relationship- But it was the years during which he and his sister looked after their mother in particular that shaped the writer we know so well: a number of poems

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written over this time are for her, and the mood of pain, shadow and despondency that characterises his later verse draws its strength from his experience of the long, lonely years of her senility. One surprising element in the volume, however, is the joie de vivre shown in the large number of witty and engaging drawings of himself and Eva, as 'Young Creature' and 'Old Creature', with which he enlivens his letters throughout the three decades of her widowhood. This important edition, meticulously edited by Larkin's biographer, James Booth, is a key piece of scholarship that completes the portrait of this most cherished of English poets.

The Professor Is In Karen Kelsky. 2015-08-04 The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job. Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site *The Professor is In*, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers.

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Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including: -When, where, and what to publish -Writing a foolproof grant application -Cultivating references and crafting the perfect CV -Acing the job talk and campus interview -Avoiding the adjunct trap -Making the leap to nonacademic work, when the time is right *The Professor Is In* addresses all of these issues, and many more.

Winning Cover Letters Robin Ryan.1997-09-10 The perfect cover letter pitch. Career Coach Robin Ryan has helped thousands of clients edge out the competition and score the jobs of their choice. Her innovative game plan incorporates results from an extensive, nationwide survey of human resources personnel and hiring managers to offer the most effective job hunting techniques available. Taking you through all the basics, *Winning Cover Letters* pinpoints exactly what you should-and should not-do to create powerful, attention-grabbing letters. Ryan's proven Power Impact Technique(TM), an easy-to-follow process, enables you to zero in on the most important skills a potential employer is looking for, then shows you how to meet those needs. Here's where you'll find: * Tips from hiring managers and human resources personnel on common mistakes to avoid * Successful cover letter samples-letters that landed interviews and jobs * Exercises to help you assess your skills and accomplishments * The Cover Letter Tracking System™-efficient time-saving charts to record every letter you send out * Special sections with advice for those in the creative arts, executives, professionals, new graduates, volunteers, and career changers * How to write target letters to get the interest of employers you want to work for. Other books in the Career Coach series: * *Winning Resumes* * *24 Hours to Your Next Job, Raise, or Promotion.*

Women in Ophthalmology Christina Y. Weng,Audina M. Berrocal.2021-03-02 There are nearly 24,000 ophthalmologists in the United States, with 500 physicians newly entering the

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ophthalmology field each year and approximately half of those being women. Although women now represent approximately half of all ophthalmologists, gender disparities remain when it comes to certain subspecialties (e.g., surgical retina), leadership roles (e.g., department chairs), industry involvement (e.g., consultancy and advisory board positions), and even academic publications. There has been a recently heightened interest in female representation in this field which has manifested in several ways (e.g., conferences geared towards women in ophthalmology, non-peer-reviewed publications about women in ophthalmology, and mentorship programs specifically for women). This book is the first of its kind in procuring and disseminating information—pertaining to both career and life—in an organized, concrete, and enduring way. *Women in Ophthalmology* is a comprehensive collection of chapters primarily written by women in the field of ophthalmology. The book aims to guide others through milestones and challenges women may face during their careers, and shares sound insights into how to deal with unique issues both inside and outside the workplace. Topics that are widely applicable to all who work in ophthalmology are included, such as finding mentors, collaborating within industry, handling work-life balance, and seeking out leadership opportunities. Each chapter combines personal anecdotes with knowledge from leaders in the field which both men and women will find highly valuable.

Labour and Employment Compliance in China King & Wood Mallesons. 2018-08-16 Detailed attention to compliance with labour and employment laws is crucial for success in setting up business in a foreign country. This book - one of a series derived from Kluwer's matchless publication *International Labour and Employment Compliance Handbook* - focuses on the relevant laws and regulations in China. It is thoroughly practical in orientation. Employers and their counsel can be assured that it fulfills the need for accurate and detailed knowledge of laws in China on all

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aspects of employment, from recruiting to termination, working conditions, compensation and benefits to collective bargaining. The volume proceeds in a logical sequence through such topics as the following: - written and oral contracts - interviewing and screening - evaluations and warnings - severance pay - reductions in force - temporary workers - trade union rights - wage and hour laws - employee benefits - workers' compensation - safety and environmental regulations - immigration law compliance - restrictive covenants - anti-discrimination laws - employee privacy rights - dispute resolution - recordkeeping requirements A wealth of practical features such as checklists of do's and don'ts, step-by-step compliance measures, applicable fines and penalties, and much more contribute to the book's day-to-day usefulness. Easy to understand for lawyers and non-lawyers alike, this book is sure to be welcomed by business executives and human resources professionals, as well as by corporate counsel and business lawyers.

Critical Race Feminism, Second Edition Adrienne Katherine Wing. 2003-10 A classic anthology of writings on the legal status and lived experiences of women of color. Now in its second edition, the acclaimed anthology *Critical Race Feminism* presents over 40 readings on the legal status of women of color by leading authors and scholars such as Anita Hill, Lani Guinier, Kathleen Neal Cleaver, and Angela Harris. The collection gives voice to Black, Latina, Asian, Native American, and Arab women, and explores both straight and queer perspectives. Both a forceful statement and a platform for change, the anthology addresses an ambitious range of subjects, from life in the workplace and motherhood to sexual harassment, domestic violence, and other criminal justice issues. Extending beyond national borders, the volume tackles global issues such as the rights of Muslim women, immigration, multiculturalism, and global capitalism. Revealing how the historical experiences and contemporary realities of women of color are profoundly influenced by a legacy of racism

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and sexism that is neither linear nor logical, Critical Race Feminism serves up a panoramic perspective, illustrating how women of color can find strength in the face of oppression.

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