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Title shows resumes and cover letters of people seeking employment in the construction industry. Job hunting techniques are explained in step-by-step fashion in order to benefit those seeking construction work. Because the construction industry tends to be cyclical, a helpful section is included which describes how to transfer construction industry experience to other fields and industries. The book's main contents are the resumes and cover letters of construction industry professionals. Included are resumes of project manager, carpenter, foreman, safety manager, electrician, brick mason, engineering manager, real estate agent, plumber, job planner, sander, flooring installer, interior designer, independent contractor, and many others. Through the personal stories of managers running global business, this book takes an inside look into the dilemmas of managers who are asked to make profits ethically according to the dictates of their company's ethics code. It examines what companies "think" they are doing to help managers in those situations and how those managers are actually affected. Thanks to the boost from the 1991 Sentencing Guidelines which minimizes penalties for companies with ethics codes caught in ethical wrongdoing, more than 85% of US companies and two thirds of all Canadian companies and half of all European companies now have Codes of Ethics. Yet, over and over, we hear of stories of personal dilemmas and conflicts experienced by individual managers navigating those business waters in other cultures. "Eileen Morgan does an excellent job of mapping the course for navigating the previously uncharted global ethical waters. By identifying best practices, she leads the reader on a journey from Surviving, to Understanding to Knowing the ethical issues that frequently confront international business people. This is a must read for anyone who wants to successfully compete in world markets." -Michael J. Litwin, Executive Vice President, Chief Credit Officer, Heller Financial, Inc. "Eileen Morgan has combined the pragmatic concerns of the individual manager with the moral concerns that come from personal-life history, cultural roots, and corporate ethical culture ... This book focuses on the constructive task of formulating and using an "ethical map," and is sure to be a tonic to conscientious managers who want to navigate cross-cultural commerce with integrity. It has done a superb job of creating order out of the complexity of cross-cultural moral experience by insisting that the complexity must be honored and appropriated rather than ignored or suppressed." -Dr. Richard Beauchamp, Professor of Ethics, Christopher Newport University "In this groundbreaking book, Eileen Morgan has provided scores of real-life examples and developed a framework for approaching ethical leadership in international business. This is mandatory reading for anyone involved in global management today... This is an important book on an important subject." -Stephen H. Rhinesmith, Ph.D. Author, A Manager's Guide to Globalization "Eileen Morgan provides us with a much needed roadmap for how to walk the path of ethical leadership with practical feet. She reminds us that ethical decision-making is a critical aspect of every day leadership, and that we can all choose to be 'ethical pioneers' in our companies and our communities. Every leader engaged in global business can benefit from the lessons and stories included in this book." -Christi A. Olson, Ph.D. Chair, Telecommunications Management Department, Golden Gate University "Eileen Morgan's thoughtful analysis of 'ethical capital' should be read by anyone who does business in a global environment... Morgan's book presents the issue clearly, comprehensively and compellingly, demonstrating that ethics is an indispensable aspect of individual leadership and organizational credibility. ... It provides a clear roadmap for business leaders who need to communicate their commitment to integrity and accountability to their employees, their partners, and their customer, making their 'ethical capital' one of their most valuable assets." -Nell Minnow, Principal, Lens, The Corporate Governance Investors "Eileen Morgan gives excellent insight into ethical practices. She focuses on business but her insights have general application. This book also describes differences in ethical interpretation that can arise between diverse cultures. Ms. Morgan has made an excellent contribution to understanding the benefit of positive ethical practices." -David C. Lincoln, Sponsor, Lincoln Center for Applied Ethics, College of Business, Arizona State University; President, Arizona Oxides, LLC A key to advancing professionally is to choose the right industry in which to work, and if your interests are in any way medically related, you are fortunate career-wise. The medical field is a fast-growing one, and this targeted resume and cover letter book will help you enter this "land of opportunity" or advance in it. A key is to make sure your resume "talks the lingo" of the medical field. Get the book that can show you how to best express and phrase the concepts you want to communicate. Here's a book in which you will find resumes with job titles such as these: director of nursing, medical therapist, nurse's aide, medical doctor (M.D.), nurse

practitioner, dental hygienist, cytotechnologist, director of nursing, director of dental surgery, pharmaceutical sales representative, massage therapist, medical administrator, medical supplies coordinator, nursing home administrator, medical office manager, operating room nurse, patient care advocate, orthopedic technician, pharmacy manager, phlebotomist, registered nurse (R.N.), licensed practical nurse (L.P.N.), public health case worker, transcriptionist, veterinary technician, and many more! A new and improved edition of the ultimate resume guide A career coach and syndicated columnist shows how to use her powerful Goldmining technique to create the most effective resume possible. This remarkable technique is a seven-step process that brings out all of the candidate's most marketable skills and accomplishments. This new edition is updated to offer even better career advice from one of the foremost authorities on job search and hiring practices, including all the newest information on the best ways job hunters can use the Internet to their advantage. Includes a list of dozens of mistakes to avoid and ways to make the resume stand out as much as possible. Also featured are tips from human resources personnel and hiring managers on key mistakes applicants make on their resumes. Nursing Resume: A Job Guide for nurses is a complete book package to help nurses find a job. This book is short and to the point, and the entire package includes 10 premium resume templates (see inside book for a preview), 10 premium cover letter templates (they match the resume templates), a few basic traditional resume templates, and a sample resignation (or two weeks' notice) template. All templates are in .docx format and are best edited in the Microsoft Word software. If you do not have Microsoft Word, you can usually download a free trial. Google Docs may also work; however, formatting errors may occur if you use other programs other than Microsoft Word. These templates must be downloaded online using information at the end of this book. Why Do You Need a Custom Resume Template? Your resume is the very first step in getting a job. When you begin searching for a job, you'll ultimately be uploading or submitting resumes to various employers. If you turn in a poorly constructed resume—it could get tossed in the trash. You want a resume that will stand out and grab the hiring manager's attention. That's why I contracted a graphic designer to create 10 professionally designed resumes—all with nursing/healthcare themes. These resumes include all of the major sections. All you have to do is fill in your own information. They are completely customizable, and you can edit the text, add sections, or change them any way you want. You also get the 10 beautifully designed cover letters that match the resumes. You also receive a resignation template—for occasions when you need to leave your current job for a better opportunity. One resume template alone would be worth the price. However, you're going to receive all 10 professionally designed resume covers, along with cover letters and this short job guide. About the Book This book was designed to give you the information you need to strategically find a job. You'll get information on compiling your resume, tips on how and where to submit your resume, tips when sitting for an interview, tips on leaving your old job, and tips on advancing your career. This is not just a book—this is a job tune-up. The guide is short and to the point, and focuses on the information you need to start finding a job immediately. The author, S.L. Page, shares her insights into getting a job. She combines her personal experiences along with the advice of nurse managers she's spoken with through the years. What This Book Package Includes: -10 beautifully designed resume templates -10 matching cover letter templates -A resignation/two weeks' notice template -The paperback book (to help you find a job). Template Requirements Templates are in .docx format. It is best to use Microsoft Word to edit them. Google Docs, a free alternative, may work okay—but some minor formatting errors may occur. For absolute best results, we recommend using Microsoft Word to edit the templates. Template Licensing Terms The templates may be used an unlimited number of times for your own personal use. You may not resell, redistribute, or give away for free any of the templates included with this package. Write personal and professional communications with clarity, confidence, and style. How to Write It is the essential resource for eloquent personal and professional self-expression. Award-winning journalist Sandra E. Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication. Completely updated and expanded, the new third edition offers hundreds of handy word, phrase, and sentence lists, precisely crafted sample paragraphs, and professionally designed document layouts. How to Write It is a must-own for students, teachers, authors, journalists, bloggers, managers, and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference. With the explosion of social media, as well as the increasing dependence on digital communications, the need for businesses to shift their focus from field sales to inside sales is growing exponentially today. Businesses now rely on inside sales to generate up to 50 percent of their revenue! The burgeoning demand for inside sales leaders means that the industry's top reps are being promoted and transitioned even if they are unprepared for management in the Sales 2.0 that is taking over the field. Josiane Feigon, author and pioneer of the inside sales community, recognizes that the pressure to produce can be crushing, but the guidance provided thus far has been minimal. In Smart Sales Manager, she shows readers how they can lead their inside sales squads to success—from hiring and motivating to training, coaching, and more, including: • Customer 2.0: Selling to the new elusive buyer • Tools 2.0: Choosing the best sales productivity and intelligence tools for their team • Talent 2.0: Hiring, training, and retaining inside sales superheroes • Manager's cheat sheets: Motivational strategies to salvage deals, engage employees, and boost managerial clout The ability to train successfully your sales teams in social selling, digital communications, and disruptive content creation is absolutely vital in today's sales environment. Complete with real-life examples and smart sales strategies, this indispensable resource will bring managers up to speed fast. This book will be valuable to anyone who seeks employment or advancement in the human resources or personnel field. Those who want to transition out of the human resources or personnel field will also find helpful advice and strategies for transitioning into new industries. All resumes shown are of real people who used their resumes (and cover letters) in real job hunts. Resumes in this book contain jobs such as Administrative Services Manager, Assistant Personnel Administrator, Chief of Personnel Management, Director of Human Resources, Employee Relations Manager, Human Resources Analyst, Human Resources Director, Personnel Administrator, Training and Benefits Supervisor, Personnel Counselor, Drug Testing Administrator, Recruiting Manager, Staffing Specialist, Temporary Placement Supervisor, Training Program Manager, and many others. Each resume is accompanied by a companion cover letter. Beat out the competition for the best jobs Create an image of accomplishment, professionalism, and competence that today's employers are begging for! Job-seekers have paid hundreds of dollars for the expertise in these dynamic guides—and regarded every cent as well spent! With these job-landing tools on your desktop, you'll have the same savvy working for you, for far, far less—with the same great results. 101 Best Resumes packs tried-and-proven advice you'll use to: *Create a resume that gets you in the door *Target your resume for a specific positions - over 70 different categories are covered *Experiment with traditional and new formats *More! 101 Best Cover Letters shows you how to put together compelling letters to accompany your resume. Learn how to: *Ignite interest with the first two sentences *Turn references into endorsements *Send your cover letter online *Pick up smart interviewing tips...negotiate a higher salary use the Internet in your job search...work with recruiters... and much, much more! "Lose the Résumé" breaks down every aspect of job hunting, explaining what matters and what doesn't." – The New York Times Book Review Lose the resume and land that coveted job Gone are the days of polishing up your resume and sending it out at random. At every level today, you need to "lose the resume" in order to land the right job. In other words, you have to learn to tell a story about yourself that speaks to your competencies, purpose, passion, and values. Lose the Resume, Land the Job shares the new rules of engagement: How you must think, act, and present yourself so you can win. Based on inner exploration drawn from the IP of the world's largest executive recruiting firm, the book gleans insights and stories (the good, the bad, and sometimes the ugly) from Korn Ferry recruiters across the globe who work with thousands of candidates each day. It helps you gain a deeper perspective on who you are, what you're passionate about, the cultures in which you fit, the kind of bosses you should work for, and where you can bring the most value to organizations. • Includes assessments, questionnaires, and other tools • Candid advice for young professionals through middle managers • Offers trusted guidance from the same firm that has shown 8 million executives how to achieve their career goals, and that puts a professional in new job every three minutes • Helps you build a plan for the future so you can contribute more to the next employer Getting a job and, more importantly, building a career has never been more complex. Lose the Resume, Land the Job helps you score the positions that align with your passion and match your attributes — and that will put you on a trajectory toward bigger and better things. When you have worked in the real estate industry or property management field, you need to see "pictures" of resumes from others with similar backgrounds. (How much does it help you to look at resumes of nurses, CEOs, or teachers when you come to change fields or seek employment?) At last there is a book of resumes and cover letters tailored to your needs. See how professionals like you have shown their credentials and how they have used the specialized lingo of your field. This is YOUR resume book, written especially for you, if your background includes experience in real estate or property management -- or if you are trying to enter those fields for the first time. A book written just for you, by one of the most knowledgeable writers and editors who has specialized in helping job hunters. Discusses developing a resume, resumes for making a career change, and resumes for executives, managers, high-level professionals, and lower-level professionals. Written by the official resume advisers to Monster.com, this is the ultimate guide to creating life-changing resumes. The Career-Change Resume helps aspiring career-changers reinvent themselves by showing them how to transform their resumes. The book includes step-by-step instructions demonstrating how to craft resumes that open doors to new careers; more than 150 sample resumes and cover letters; valuable, innovative career-change tools and strategies; and solutions to common problems plaguing career-changers. 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 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 A comprehensive collection of sample resumes for any job in any field 202 Great Resumes! gives job hunters more of everything they need to get a great job. These resumes cover more professions, more resume styles and formats, and more cutting-edge job search strategies than ever before. Fresh sample resumes for today's most sought-after professions are included, as well as special samples for recent grads and those who've been out of work for extended periods. Features include: Resumes for every experience level, from college grads to corporate executives Endorsed by the Professional Association of Resume Writers and Career Coaches Proven

advice on cover letters, networking, negotiating, and references More keywords that hiring managers look for in a resume "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"-- Your service team may represent the first, last, or only interaction point between your customers and your company. Your front-line service professionals make or break countless opportunities, leads, sales, and relationships every day. Completely revised and updated to meet the challenges of a new service landscape, the second edition of Customer Service Training 101 presents proven techniques for creating unforgettable customer experiences. The book covers every aspect of face-to-face, phone, Internet, and self-service customer relations, and provides simple yet powerful tips for: * Projecting a positive attitude and making a great first impression * Communicating effectively, both verbally and nonverbally * Developing trust, establishing rapport, and making customers feel valued * Confidently handling difficult customers and situations New features include "How Do I Measure Up?" self-assessments, and "Doing It Right" examples from the author's extensive customer service experience. Every step-by-step lesson in this comprehensive and inspiring training manual is augmented with instructive sidebars, a summary of key points, practice exercises, and so much more. "Marky cuts to the core of what it takes to quickly attract the eye of an interviewer. Fearless Résumés is sure to be a winner for the serious job seeker." —Lynn Joseph, Ph.D., bestselling author of The Job-Loss Recovery Program Guide Bestselling author and renowned career coach Marky Stein provides the edge you need in today's ultracompetitive job market. With Fearless Résumés you will transform your résumé from words on paper into a vibrant self-presentation that tells prospective employers what they want to hear. In no time, you'll be crafting a résumé that hooks prospective employers' attention, turns boring past duties into dynamic personal statements, transforms weaknesses into strengths—and gets your name on top of the résumé heap in any HR office. Fearless Résumés shows how to Use words and phrases employers look for Prove your value to the company Turn weaknesses into strengths Avoid common snares Unlike dry, run-of-the-mill guides consisting of little more than a sample résumé, Fearless Résumés is a quick and fun book that provides a proven résumé-crafting strategy from a top expert in her field. Inside Sales Management is that rare business book which addresses the most challenging situations that managers encounter, often on a daily basis. Whether it's helping salespeople outgrow their fears and need for approval, eliminating excuse-making, pow How many pizzas are delivered in Manhattan? How do you design an alarm clock for the blind? What is your favorite piece of software and why? How would you launch a video rental service in India? This book will teach you how to answer these questions and more. Cracking the PM Interview is a comprehensive book about landing a product management role in a startup or bigger tech company. Learn how the ambiguously-named "PM" (product manager / program manager) role varies across companies, what experience you need, how to make your existing experience translate, what a great PM resume and cover letter look like, and finally, how to master the interview: estimation questions, behavioral questions, case questions, product questions, technical questions, and the super important "pitch." Know the answers that get you hired, get a job in less time and for more money. Create a first-rate resume that will get you hired in IT Stand out in a crowd of IT job applicants by creating and submitting a winning resume and cover letter with help from this practical guide. Fully revised and updated for the latest trends and technologies, and in-demand jobs, Ace the IT Resume, Second Edition reveals how to best showcase your IT skills and experience. You'll get tips for adapting your resume for different formats, using the right keywords, and getting your resume in the hands of the hiring manager. With an encyclopedia of sample resumes, job descriptions, and resume strategies, this is your must-have guide to landing a great IT job. Present your skills, experience, and education in the most effective format Optimize your online resume Customize your resume based on the job you're seeking Write compelling and relevant cover letters Avoid common pitfalls and analyze your resume for errors Discover ways to quickly get hands-on experience Network with IT professionals to make connections Destined to become the bible for managers who want to make sure their resumes and cover letters open the maximum number of doors while helping them maximize in the salary negotiation process. From office manager to CEO, managers trying to relocate to or from these and other industries and fields will find helpful examples: Banking, Agriculture, School Systems, Human Resources, Restaurants, manufacturing, Hospitality Industry, Automotive, Retail, Telecommunications, Police Force, Dentistry, Social Work, Academic Affairs, Non-Profit Organizations, Childcare, Sales, Sports, Municipalities, Rest Homes, Medicine and Healthcare, Business Operations, Landscaping, Customer Service, MIS, Quality Control, Teaching, the Arts, and Self-Employed. Private wealth management, also called private banking, is a specialized branch of the investment community that provides one-stop shopping for products and services needed by the wealthy. The second edition of this best-selling Python book (over 500,000 copies sold!) uses Python 3 to teach even the technically uninclined how to write programs that do in minutes what would take hours to do by hand. There is no prior programming experience required and the book is loved by liberal arts majors and geeks alike. If you've ever spent hours renaming files or updating hundreds of spreadsheet cells, you know how tedious tasks like these can be. But what if you could have your computer do them for you? In this fully revised second edition of the best-selling classic Automate the Boring Stuff with Python, you'll learn how to use Python to write programs that do in minutes what would take you hours to do by hand--no prior programming experience required. You'll learn the basics of Python and explore Python's rich library of modules for performing specific tasks, like scraping data off websites, reading PDF and Word documents, and automating clicking and typing tasks. The second edition of this international fan favorite includes a brand-new chapter on input validation, as well as tutorials on automating Gmail and Google Sheets, plus tips on automatically updating CSV files. You'll learn how to create programs that effortlessly perform useful feats of automation to:

- Search for text in a file or across multiple files
- Create, update, move, and rename files and folders
- Search the Web and download online content
- Update and format data in Excel spreadsheets of any size
- Split, merge, watermark, and encrypt PDFs
- Send email responses and text notifications
- Fill out online forms

Step-by-step instructions walk you through each program, and updated practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in Automate the Boring Stuff with Python, 2nd Edition. A book designed to be the best friend of those who want to enter, advance in, and change jobs in one of the hottest industries in the 21st century; finance. The best way to enter a new industry is to look and sound as though you "belong" in the field, so there are resumes to help the career-minded find their first job in the financial world. Other resumes help the financially astute professional advance in the field. You'll find job titles such as these in this book designed to help those who want to move in this hot field of opportunity: auditor, financial services consultant, investment banker, commercial banker, bookkeeper, commercial loan specialist, data entry operator, controller, chief financial officer, budget management specialist, business analyst, business services manager, accounts receivable specialist, insurance adjuster, funds transfer analyst, loan officer, mortgage consultant, real estate broker, revenue field auditor, accounting manager, staff accountant, tax auditor, teller supervisor, training operations manager...and many others! Unlike most resume "experts," Tony Beshara doesn't merely write resumes. As a veteran placement specialist who's been featured regularly on the Dr. Phil show, Tony actually uses resumes to get people jobs. Now, in this dynamic book, he's drawing on expertise gained from placing more than 8,500 professions to help you create a powerful resume that stands out from other applications. Unbeatable Resumes takes readers step-by-step through the resume creation process, including tips on how to utilize keywords effectively, use gaps in employment and job changes to your advantage, and enhance your resume with a concise, dynamic cover letter. By pairing Tony's experiences with the results from a survey of more than 3,000 hiring managers, executives, HR specialists, and other hiring authorities, the book details the most widely critical components of a well-written and effective resume. You'll also discover how to ensure your resume gets read by the right people; what employers look for on applications and what turns them off; how to customize a resume for a particular job; and the true value and detriment of digital tools including video resumes, job-search websites, and social networking sites like Facebook and LinkedIn. With detailed examples and discussions on the assets and pitfalls of real-life resumes submitted for jobs in a wide range of industries--including healthcare, banking, construction, technology, administration, and sales and marketing--Unbeatable Resumes shows job seekers of all types how to present themselves in the best possible light--and land the best possible position. Endorsed by the Professional Association of Resume Writers Now that 70 percent of job searches are conducted online, and resumes are processed by computers programmed to scan for keywords, knowing the right keywords or buzzwords associated with a profession, industry, or job function and how to use them effectively has never been a more critical job-search skill. The most comprehensive reference of its kind, this powerful resume-writing resource gives readers instant access to 2,500 indispensable keywords germane to 300 careers in nine employment categories from business, the law, and health care, to the arts, education and media and shows how to use them effectively. In 2,500 Keywords to Get You Hired, readers will find: Keywords for hundreds of individual careers A complete listing of critical keywords for each career Boxed examples demonstrating how keywords can be deployed strategically in a resume Sample resumes incorporating keywords Model cover letters and resumes cover such fields as aviation, communication, finance, and sales The nation's #1 online resume service offers its exclusive advice on how to craft a winning resume The Resume.com Guide to Writing Unbeatable Resumes draws upon the author's considerable expertise, as well as the vast Resume.com database, to arm job seekers with: Sample resumes for every profession and job category, at every level, from entry level to executive A comprehensive database of keywords, arranged by industry Electronic job-hunting advice and strategies, with tips on how to make any resume stand out online A detailed Before & After resume trouble-shooting worksheet Job seekers will also find an exciting added value with this essential text. With the purchase of this book, they'll be able to receive a free resume consultation with one of Resume.com's career consultants! The Provocative and Practical Guide to Coaching Agile Teams As an agile coach, you can help project teams become outstanding at agile, creating products that make them proud and helping organizations reap the powerful benefits of teams that deliver both innovation and excellence. More and more frequently, ScrumMasters and project managers are being asked to coach agile teams. But it's a challenging role. It requires new skills—as well as a subtle understanding of when to step in and when to step back. Migrating from “command and control” to agile coaching requires a whole new mind-set. In Coaching Agile Teams, Lyssa Adkins gives agile coaches the insights they need to adopt this new mind-set and to guide teams to extraordinary performance in a re-energized work environment. You'll gain a deep view into the role of the agile coach, discover what works and what doesn't, and learn how to adapt powerful skills from many allied disciplines, including the fields of professional coaching and mentoring. Coverage includes Understanding what it takes to be a great agile coach Mastering all of the agile coach's roles: teacher, mentor, problem solver, conflict navigator, and performance coach Creating an environment where self-organized, high-performance teams can emerge Coaching teams past cooperation and into full collaboration Evolving your leadership style as your team grows and changes Staying actively engaged without dominating your team and stunting its growth Recognizing failure, recovery, and success modes in your coaching Getting the most out of your own personal agile coaching journey Whether you're an agile

coach, leader, trainer, mentor, facilitator, ScrumMaster, project manager, product owner, or team member, this book will help you become skilled at helping others become truly great. What could possibly be more rewarding? A NEW YORK TIMES, USA TODAY, and WASHINGTON POST BESTSELLER! A 2021 Alex Award winner! The 2021 RUSA Reading List: Fantasy Winner! An Indie Next Pick! One of Publishers Weekly's "Most Anticipated Books of Spring 2020" One of Book Riot's "20 Must-Read Feel-Good Fantasies" Lambda Literary Award-winning author TJ Klune's bestselling, breakout contemporary fantasy that's "1984 meets The Umbrella Academy with a pinch of Douglas Adams thrown in." (Gail Carriger) Linus Baker is a by-the-book case worker in the Department in Charge of Magical Youth. He's tasked with determining whether six dangerous magical children are likely to bring about the end of the world. Arthur Parnassus is the master of the orphanage. He would do anything to keep the children safe, even if it means the world will burn. And his secrets will come to light. The House in the Cerulean Sea is an enchanting love story, masterfully told, about the profound experience of discovering an unlikely family in an unexpected place—and realizing that family is yours. "1984 meets The Umbrella Academy with a pinch of Douglas Adams thrown in." —Gail Carriger, New York Times bestselling author of Soulless At the Publisher's request, this title is being sold without Digital Rights Management Software (DRM) applied. Branded resumes that illuminate the candidate's unique value proposition and ROI are a must in today's quest for the executive suite. Top Notch Executive Resumes not only explains how to integrate branding into career-marketing communication, but also how to craft resumes that address your fit with the organization's mission and meet an employer's specific business needs. Hansen instructs high-level professionals in framing past accomplishments so that the employer can visualize the executive's strategic vision and industry insights, as well as what he or she can contribute. Highlights of the book include: A huge collection of resume samples in cutting-edge formats, organized by profession for easy navigability. Examples of a wide variety of complementary documents—including leadership profiles and executive bios—that top-level professionals need to round out their executive portfolios. Special additional features, including the preferences and peeves of hiring decision-makers, guidelines for working with recruiters, frequently asked questions, and case studies detailing complete job-search marketing campaigns. Let Top Notch Executive Resumes get you into that corner office! Written by a former Times Crème PA of the Year, this new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Administrative personnel in today's workplace hold an immense influence, not only on their bosses' performance, but also on the running of the whole organisation. This best-selling book is the only resource needed to excel in one's role as an assistant, outshine bosses' expectations and go up the ladder. Placing special emphasis on career development and learning, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter on how to use neuroscience tools to coach yourself through your weaknesses and primed behavioural traits, it also contains even more practical help with minute taking, telephone and mobile communication etiquette and presentation skills. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image. One of the best-selling resume books of all time and a trusted resource for job-seekers for nearly three decades, this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace. One of the best-selling resume books of all time and a trusted resource for job-seekers for nearly three decades, this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace. The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers, The Damn Good Resume Guide has been the go-to resource for writing and refining their resumes to damn near perfection. Filled with savvy advice and written in a straightforward, user-friendly style, The Damn Good Resume Guide will help you zero in on that dream job, then craft a winning resume that gets your foot in the door. This tried-and-true best seller has been fully revised and updated for today's job market, including: Contemporary sample resumes (all of which landed interviews!) with job objectives running the career gamut—from line cook to sales manager, school principal to software engineer. Tips on creating a functional, chronological, or hybrid resume—and advice on choosing which format is best for you. What to include and what to leave out of your resume, so you get the job you really want. Smart ways to deal with gaps in your work history and other less-than-ideal resume scenarios. Instructions for writing cover emails and submitting resumes electronically. How to set up (and excel at) an informational interview. Advice for formatting, polishing, and proofing your resume so that it stands out in the right way. And much more! Follow Parker and Brown's ten easy steps, and you'll be well on your way to a smart, effective, and thoroughly modern resume—a resume that makes you look good and produces results. Editor Anne McKinneyReviews and ExcerptsJobs in modeling, fashion, the beauty business, and even retailing can be hard to obtain, and transferring experience gained in those fields is not always easy. Here is a valuable guide that shows how to communicate jobs such as Retail Buyer, Merchandise Manager, Customer Service Manager, District Supervisor, Assistant Sales Manager, Model, Store Manager, District Supervisor, Buyer, Assistant Buyer, Sales Representative, and many other jobs. This book will teach you how to communicate like an industry pro!Distinguished by its highly readable samples. - Library Journal11-885288-08-5 Offers advice on job hunting for recent graduates and sample resumes for entry-level positions, including cosmetologist, disc jockey, guidance counselor, lobbyist, pharmacist, real estate agent, and webmaster. Make the move up to senior management with lessons from world-renowned business school experts Based on themes from INSEAD's popular Transition to General Management programme, authors Kevin Kaiser, Michael Pich, and I.J. Schecter offer sound advice and practical insights for those looking to move to senior general management roles. By following the stories of three managers making the transition to general management, Becoming A Top Manager highlights not only the most crucial aspects of becoming a successful general manager, but also the necessary mindset changes required—both on a personal and professional level—that will ultimately translate into ongoing success. Provides practical insights, clarity and confidence for those looking to move into senior general management roles Written by a well-known and experienced international author team Outlines key skills and executive tools needed for the transition Online resources also available at www.wiley.com/go/topmanager Model cover letters and resumes cover such fields as aviation, communication, finance, and sales

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