

BACK IN TIME

A Novel by Patty Sleem

Back In Time Judeochristian Ethics Series

Anne McKinney



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Letters for Special Situations Anne McKinney, 1999 A valuable how to resource for those who seek guidance in composing letters for business and personal reasons Some of the letters shown are these letters of complaint letters of appeal business marketing letters press releases letters appealing a job dismissal letters appealing a supervisor's rating letters of application to law school and medical school cover letters to accompany resumes follow up letters after job interviews collections letters letters related to consumer credit and finance legal letters and notices letters of apology letters of appreciation letters of reference and letters of recommendation letters of nomination letters of opposition letters of reprimand letters of termination letters of solicitation letters of intent letters to public officials networking letters promissory notes letters requesting a raise letters requesting a promotion letters of resignation and many more letters designed to assist in personal and business matters In an era when many feel that letter writing is the lost art this book can be a valuable tool to help anyone create letters to use in the special situations in life

Real Essays for College & Grad School Anne McKinney, 2000 Colleges and universities place great emphasis on essays written as part of the process for admission and scholarships This guide to constructing essays includes essays that have worked for real people plus dozens of other actual samples

Resumes and Cover Letters that Have Worked Anne McKinney, 1996 Model cover letters and resumes cover such fields as aviation communication finance and sales

Real-resumes for Students Anne McKinney, 2000 Instructs college students on presenting their work experiences from part time summer jobs to internships in a professional manner designed to display strengths to future employers

Real KSAs--knowledge, Skills & Abilities--for Government Jobs Anne McKinney, 2003 Getting a federal government job can be a difficult experience because of the unusual and often complex paperwork Many federal jobs require KSAs which stands for Knowledge Skills and Abilities This book shows how to write up KSAs in order to present your qualifications and talents in the most effective manner

Cover Letters that Blow Doors Open Anne McKinney, 1999 Designed as the comprehensive guide to cover letter preparation the 272 page book shows examples of exciting and door opening cover letters The main section of the book shows cover letters by field and industry For example job hunters in the accounting field will find examples of cover letters used to blow doors open in the accounting banking and financial community From aviation to computer operations to management to sales to transportation cover letters tailored to specific fields are illustrated which can be used as models or templates for those involved in a job hunt But what if a job hunter is changing careers or doesn't need a cover letter targeting a specific field or functional area There's a section showing examples of all purpose cover letters career change cover letters cover letters for entrepreneurs and cover letters for those seeking their first job For those seeking advice on how to respond to ads how to handle questions about salary requirements how to request consideration for multiple job openings in the organization and how to write letters for special situations there's a section entitled Sixteen Commonly Asked Questions About Cover Letters and Job Hunting

Real-resumes for Teachers Anne McKinney,2000 Applying for teaching and administrative positions in schools requires a specialized kind of resume This guide offers advice along with actual examples of resumes and covering letters to help educators find the best opportunities available to them **Resumes and Cover Letters for Managers** Anne

McKinney,1999 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 *Real-Resumes for Firefighting Jobs* Anne McKinney,2004 When firefighters and emergency medical technicians prepare their resume and other materials needed to explore employment opportunities they realize that they have a unique background At last there is a resume book that shows firefighters how to best present their qualifications credentials licenses experience volunteer work education and training affiliations and other information Would be firefighters as well as experienced firefighting professionals will find outstanding samples of resumes and cover letters that worked for real people in their field A special section of the book shows firefighters how to apply for government jobs and how to write the specialized resumes needed to apply for federal employment As part of that section on the federal hiring process the book shows shows how to write KSAs statements describing Knowledge Skills and Abilities This is a highly specialized title for a highly specialized field and for the very special people in that field **Real-resumes for Police, Law Enforcement &**

Security Jobs-- Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the police law enforcement and security fields The most effective job hunting strategies are revealed and there is also a section which discusses how to transfer police law enforcement and security skills into other industries There are more than 100 real resumes and cover letters shown as examples and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters designed to obtain employment in security police or law enforcement Resumes shown include those of fireman policemen police chief corrections officer detective deputy sheriff police captain security guard personal protection specialist and many others **Real-resumes for Medical Jobs** Anne McKinney,2001 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

Real-resumes for Administrative Support, Office & Secretarial Jobs Anne McKinney,2004 Those who seek jobs in the office support field will find this book to be a valuable resource Office managers administrative assistants executive aides and other office support personnel have a lot of common when they create a resume and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical No matter what industry or type of work medical manufacturing nonprofit and other environments this book will provide a competitive edge to those who seek employment which involves admin support executive support clerical and secretarial responsibilities For those who seek federal employment theres a special section in the book showing how to create federal resumes and government applications

Real-resumes for Career Changers Anne McKinney,2000 Writing a career change resume is the most complex of resumes to write Using actual resumes and covering letters the editor of this series shows the reader how to consider new opportunities and how to communicate past experience in a way that builds bridges to new careers

Real-resumes for Social Work & Counseling Jobs Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the social work field advance in it or exit from it into new careers Job hunting strategies are discussed There is also a section which shows how to transition out of social work into new fields and industries There are more than 100 real resumes and cover letters shown which were used by real people to find occupations in the social work or counseling field and the purpose of the book is to give models for people to use in creating their own resumes and cover letters tailored to social work and counseling Included are resumes of case worker counselor human services counselor victim advocate youth services specialist family services case worker income maintenance counselor and many others

Real Resumes for Nursing Jobs Anne McKinney,2003 Even within the nursing field there are a wide variety of positions and this book shows samples of resumes and cover letters than have worked This title will be a valuable resource to nursing professionals who seek clinical nursing or administrative positions Newly minted nurses and newcomers to the field will learn how to show off their clinical rotations to best advantage Nurses often change fields too and the book includes resumes of nurses who have successfully transitioned into pharmaceutical sales and other areas A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show nurses how to maximize their career potential get federal nursing positions and change fields if they want to This is the 25th title in PREP s Real Resumes Series

Real-Resumes for Aviation & Travel Jobs Anne McKinney,2002 Title

shows resumes and cover letters of people who wish to obtain jobs in the aviation and travel field or to exit from the industry into new careers The title reveals techniques for finding aviation and travel industry jobs and also provided are strategies for transferring skills and experience to other industries The book contains more than 100 real resumes and cover letters tailored to aviation and travel backgrounds and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters tailored to the aviation and travel industry Readers will find resumes of commercial pilots ground support equipment operators airport managers quality control inspectors aircraft loading managers and many others This book will be of enormous help to people seeking employment in the aviation and travel industry and to people who desire to transfer their aviation and travel backgrounds into new occupational areas

Real-resumes for Media, Newspaper, Broadcasting & Public Affairs Jobs-- Anne McKinney,2002 This book will function as a helping hand and lifetime career resource to those who seek media jobs or who want to transition into other fields with a media background In the resumes in this book you will see jobs such as these Radio Account Executive TV Account Executive Art Director Book Editor Book Publisher Broadcasting Intern Commercial Photographer Disc Jockey Freelance Journalist Graphic Designer Morning Talk Show Host Newspaper Journalist Classified Advertising Manager News Photographer Public Affairs Director Public Affairs Specialist Radio TV Producer Television Producer Production Assistant and many more All the resumes and cover letters shown were used in real job hunts by real people

Real Business Plans & Marketing Tools Anne McKinney,2003 The first title in PREP s new Business Success Series is designed to help individuals who want to prepare paperwork related to starting growing selling or marketing a business The book contains real business plans for those contemplating entrepreneurship as well as for those who have an ongoing business which they are interested in selling Readers will see samples of real business plans used by real organizations to sell a business to public companies Readers will also see samples of documents paperwork and financial statements used by real companies to obtain equity financing and bank loans A valuable section of the book is the section which shows marketing tools and business resumes used to attract new customers and increase profitability The author holds an MBA from the Harvard Business School

Real-resumes for Manufacturing Jobs Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the manufacturing field advance in it or exit from it into new careers Job hunting strategies are provided as are strategies for transferring manufacturing skills and experience to other industries The book contains more than 100 real resumes and cover letters which target this industry and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters tailored to the manufacturing industry Readers will find resumes of machine operator product design director production foreman quality engineer shipping and receiving manager tool and die maker tire builder welder team leader assembler maintenance supervisor and many other jobs This book will be of enormous help to people seeking employment in the manufacturing sector and to people who desire to transfer knowledge gained in a

manufacturing environment into new occupational areas *Real-resumes for Financial Jobs* Anne McKinney, 2001 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

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