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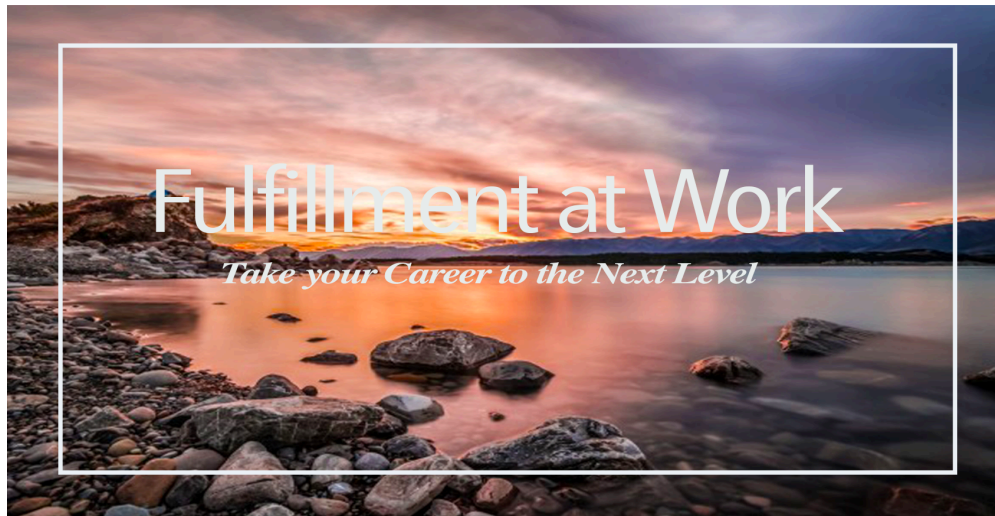
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August 12, 2020 • Vol 24, Issue 32

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"Most of the time, people just dive head-first into the resume, with a purpose of including everything and the kitchen sink," according to Dawn Rasmussen. But, "without a checklist, people often end up including non-essential information and forget critical things." she points out.

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3 Things New Managers Need to Know About being a Good Boss

"Employees perform best when empowered and trusted to do well in their jobs." writes Joel Garfinkle, author of *How to Be a Great Boss*, at *Smartbrief*. "Think back to the times you

felt most inspired to do your best. Chances are it was when you were trusted with real responsibility." Garfinkle suggests making sure employees know their work fits into the company's goals...

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- **Employees are at risk of getting replaced by robots:** 47% of the total U.S. jobs could be automated by 2033 and only 18% of the workforce are at a low or no risk from automation. (Fortune Magazine)
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"Men make history and not the other way around. In periods where there is no leadership, society stands still. Progress occurs when courageous, skillful leaders seize the opportunity to change things for the better." ~Harry S. Truman

"Always bear in mind that your own resolution to succeed is more important than any other" ~Abraham Lincoln

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