お忙しいところ調査にご協力いただきまして、まことにありがとうございます。 この調査はリン・シュナイパーの研究レポートのために行っています。協力し ていただく方々の個人情報は保護されます。

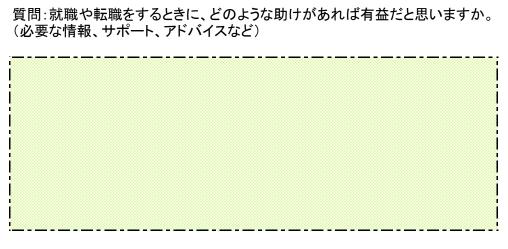
回答は日本語でも英語でも構いません。長くて大変なので、全部のセルを記 入する必要はありません。質問がありましたらメールしてください。

記入指示: このワークシートは4枚 い。	てのシートがあります。シートの番号順に記入してくださ
氏名:	
生まれた年(西暦):	(:=:=:=:=:=:=:=:=:=:=:=:=:=:=:=:=:=:=:=
性別:	
職業:	

2枚目に進んでください。

年	学校種別(高校·高専·短·大学· 学部·専攻名 大学院)	入学・卒業など	備考(国公立・私立の別。差し 居住地域(都道府県+市区町村 支えなければ学校名など) 名)

年	所属先(会社の場合は差し支 えなければ社名を記入、家事配置転換な 労働の場合はその旨を記入)	業種など(その会社が取り扱う主な製品やサービスなども詳しくご記入ください)	その所属先を選んだ理由(事業に魅力があったから、OB/OGがいたので、親に勧められて・・・など、具体的に、社多くの理由を挙げてください)	の所属先を選んだ方法 を校での求人紹介、知人 らの紹介、公共職業安定 関からの紹介、リクルート 等の求人企業一覧等に る応募、新聞広告など・・・	その所属先への(または同時 並行して活動していた他社へ の)就職活動の時に、問題や 障害となったこと(複数回の面 接などの厳しい選考過程が あった、女性の応募は門前払	従事上の地 位	配属部門	役職名(一居住地域 般社員、課(都道府県 長、部長十市区町村名)	仕事の内容(具体的な職務内容に ついてお書きください)	その仕事で求められた能力 やスキル内容(プレゼンのス キル、ワードやエクセルのス キル、経理・簿記、語学な ど、具体的に)	仕事に必要な能力やスキルを身につけるために行ったことについて (研修、OJT、独学など・・・具体的に。自発的か、会社の指示か。費用や時間の確保をどうしたか等)	その仕事を行うのに、障害や問題となったこと(例えば、引越、長時間の残業、単身赴任など。気になった点。もしあれば)	その仕事を行うのに、助けになったこと(例えば、家族の理解、上司のサポートなど。もしあれば具体的に)	その仕事に対する思い、感想など(例えば、忙しいがやりがいがあった、人間関係に 恵まれた、仕事内容が面白くなかったなど、具体的で自由に)



・~この調査はこれで終わりです。~・

・~ご協力ありがとうございました。~・

Thank you so much for taking time out of your busy schedule to participate in this survey. This survey is solely for the purposes of Lynn Shniper's JILPT research report. All precautions will be taken to ensure confidentiality of participants' personal information. Your name and your company's name will not be released.

You may respond in either English or Japanese. Please do not feel you must fill in every cell, just enter as much as you can. Do not hesitate to e-mail Lynn or Fukamachi-san any questions you may have.

#### Directions:

This workbook has 4 sheets numbered 1 through 4. Once you have filled in the 1st sheet, you may progress to the next one. Here are the 1st questions:

Name:	
Year of birth:	
Gender:	
Employment status:	

Please continue to the 2nd sheet.

Year	Choose type of school from list (High school, Community college, College, Graduate school)	Major, Department	Choose from list: Began school, Graduated from school, Dropped out	Comments (State university, Private school, possibly Name of school)	City, Prefecture, State

Yea	Employer Name (if you feel comfortable providing it)	Choose from list (Enter company, Quit, Promotion, etc)	Industry-Main product or service by company	from list Number of employees with	Reason you selected this company (Interest in certain line of work, introduction to company by former classmates, recommendation by parents, etc. Please be as specific as possible)	Method used for finding job (Saw job opening at school, HelloWork job opening web site, Recruit publication or web site, etc. Please be as specific as possible)	Any difficulties you had while job searching, either with your present company or another company (strict selection criteria, unfriendly manner towards women, etc.)	Type of employment, choose from list	Assigned department	Job title (Regular employee, Division Chief, Section Chief, etc)	Company location	Duties (Please be specific abou job tasks)	Skills required for that job (Presentation skills, Microsoft Word or Excel skills, language skills, etc)	How did you acquire the skills needed for your job? (On-the-job training, training sessions offered by your company, college classes you paid for on your own, etc. Please be specific)	ins job: (required to move	particular? (Your family, your boss, etc. Please	What was your impression of the job? (For example, "It was very busy, but worthwhile. I was well suited for the work," or "I was lucky to work with such nice people, they were like a family to me," or "I received a large number of exciting projects", etc. Please

nal Question: When you are job-searching, what sort of help would you fine eful? (Support from a counselor, advice from friends or relatives, handbook the career information, etc)							
· ∼This survey is finished ∼ •							

· ~Thank you for participating ~ •

	* ボスロテ (1 pmg を記入してください。各項目は、液色の部分及び枠がらはの出されます。 * ボスロテ (1 pmg を 2 3 smg を 4 自成能 4 自成能 5 mge 高級線 5 mge 高級線 7 大 申 込 で 1 mg を 3 smg を 4 に 1 pmg を 4 に 1	*	
1欄	事業所番号		8欄
2欄	従 当事業所 人 (うち女性 人) 人 (うち女性 人) 人 ( うち女性 人) 人 ( うち女性 人) 人 ( うち女性 人) では名・託児所・マイカー通勤に関ける特記事項		
3欄	大学   1   1   1   1   1   1   1   1   1	株理   本理   日曜     日曜     日曜     日曜   日曜   日曜	9欄 10※トライアル雇
	勝行品 その他 日後 単純名 開設 また 名 目後 単紙 名 日後 単紙 名 日後 また 名 目後 日後 日後 日後 日本	位 事	・欄 2欄 2個 12欄 12欄
4欄	特定第日	西 月 月 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日	一個であるい。
5欄	日 月 火 水 木 金 土 祝 その他 就業時間の特記事項 及び休日、選休二日制のその他の場合 (株日・選休二日制 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日	#当	13
6欄	武用期間 無・有 ヶ月(同条件・他)	<b>賃</b> 金 毎月 日・日・日・日・日・日・日・日・日・日・日・日・日・日・日・日・日・日・日・	13 欄
7欄*	公開希望   (Tel / リ・職 / 日/返・不返)	黄 与 (東海) 年 回・計 月分 ストナンはナノナンは フロー・	14 欄
	並業 1     2     3     0       連 1     2     3     0	要し、 東大都県 1 2 3 4 5 6 7 8 9 10 11 12 13 14 * 12 79 - 連絡	



# New York State Department of Labor $Job\ Order$

*Employer:* Please complete one Job Order for each job title and fax/mail to us. It is only necessary to notify one office of your opening. By using this form to post your openings you will reach all Department of Labor offices.

Company						nt Insurance Employer		
Address				City			State	Zip
Telephone # ( )			Ext.					r
What goods or services does	your Compar	ny produce?						
Person to contact for intervi	ew			Title				
E>mail address			Worksite,	if different from cor	npany ad	dress		
Travel Directions (Include p								
Does your Company have a F	Federal Contra	act requiring jo	b openings to be	e listed with the Depa	rtment o	f Labor (FCJL)?	Yes	No
Does your Company wish to	receive more	information o	n tax incentives	for hiring from targe	ted group	os?	Yes	No
Title Of Job Opening				Numl	er Of Job	Openings_		
Referral Instructions: Fax/Send	Resume		Send Direc	ctCall	Before Se	ending		
Number of Persons You Wis	h to Intervie	w		Num	ber of Re	esumes You Wish to Review	V	
				Job Requirement	S			
Years of Education Needed_			Specializ	zed Education? (Type of	of Degree	e)		
Years of Experience Require	d		Will you	u accept a trainee?	Yes_	No		
Will you accept related expe	erience?	Yes N	No If Yes,	specify:				
Job is: Full Time	Part-Time		Regular	Temporary		(From to	)	
Work Hours: From:	То	Total hours		<del></del>	No	Circle Work Days: S	M T	W T F
Salary Range: From \$		<del></del> 'o\$ Р	er	Pay Period:		- Veekly Bi-Wee	kly	
Salary Negotiable?	Yes	No		Monthly	Bi>	Monthly		
		(	Other Hiring F	Requirements/Bene	fits			
Driver's License	Yes	No	Class			Health Insurance	Yes	No
Own Tools	Yes	No				Life Insurance	Yes	No
*Physical Exam	Yes	No				Dental Insurance	Yes	No
Drug Screening	Yes	No	Nama			Paid Vacation	Yes	No
Employment/Security Test		No	Name			Paid Sick Leave	Yes	No No
Other Tests Must Join Union		No				Retirement Plan Other	Yes	No
Bondable		No						
				Job Description				
Please describe your job oper conditions. If available, pro								
Job Description:								

#### NEW YORK STATE DEPARTMENT OF LABOR Division of Employment Services

The information you provide on the other side of this form will help us to understand your hiring needs, and to locate and select suitable candidates. Please review the information below, and use it as a guide when completing the Job Order form. Then mail or fax the form to the office nearest you, or use the form as a guide if you prefer to telephone us with your job order.

**Unemployment Insurance Employer Registration Number:** Please provide this number when faxing or calling in a job order. This verifies that you are authorized to operate within New York State. If you are a new employer and have just applied for this number, please advice us; we will use your Federal Tax I.D. number on an interim basis.

**Referral Instructions:** On job listings made available for job seekers' review, the Department of Labor withholds the employer's name, address, and contact information. This allows our staff to screen individuals' qualifications before referring them to you, and to send only the number of candidates or resumes you have requested.

**Referral Results:** It is critical for us to get feedback concerning the quantity and quality of the referrals that we make to your company. This will help us in our constant goal of improving our service to you and to the business community. For this reason, if we do not hear from you about referral results, Department of Labor staff may contact you for this information.

**National Exposure:** America's Job Exchange (AJE) is a nationwide network of job banks from other states that includes an Internet site. Your job openings will reach a nationwide audience of job seekers. (www.americasjobexchange.com)

**Veterans Preference:** The Department of Labor makes every effort to find the most suitable candidates for your job opening(s). Our job seeker file contains military veterans skilled in many occupations and job duties. Department of Labor policy is to refer qualified veterans to job openings before qualified non-veterans.

**Benefits:** To attract the best applicants, it is important for you to let potential employees know the benefits that you offer with your job. To some individuals, the benefits you provide may be more important than salary.

### **Technology**

The New York State Department of Labor helps employers fill thousands of job openings with qualified workers each year. Like any other service agency, we are always looking for ways to make our operation more efficient and responsive to the people we serve. As part of this continuing effort, we have introduced some enhancements for matching candidates to job openings, using computer technology:

- Computer Matching A computerized pre-screening and notification system that alerts potential candidates of your job opening, matching your job requirements with an applicant's special skills and abilities.
- Internet Job openings listed with the Department of Labor can be viewed on our Internet Home Page. This web site includes a direct link to America's Job Exchange, as well as a variety of resource information for both employers and job seekers. Visit our web site at http://www.labor.state.ny.us to access economic and demographic data, including wages, occupational projections and other labor Market information relevant for business customers.

# 詳細情報

事業所の意向により、応募を検討される方に対して、事業所名、所在地、電話番号を提供 することとしております。応募を検討される方は右のボタンを押してください。

応募を検討する

- くご注意>
  \* 労働時間によっては各種社会保険に加入できない場合がありますのでご注意ください。
  \* 前日19時時点の情報をもとに毎朝更新しておりますが、既に募集を締め切っている場合もありますので、ご注意ください。
  \* 求人内容と実際が異なっている場合には、受理安定所までご連絡ください。受理安定所より、求人者に対して事実確認を行い、必要に応じ、求人内容の是正・補足等を行います。

事業内容	ネットワーク設計, ネットワークサービス, ソフトウェア開発, ITコンサルテイング 特 13-302359
職種	ネットワークエンジニア
雇用形態	正社員(契約更新も可)
産 業	情報通信業のうちソフトウェア業
就業形態 雇用期間	一般常雇
年 齢	不問
就業時間	1) 9:30~18:00
休憩時間 時間外 賃金形態 賃 金 休 日 週休二日 年間休日 育児休業取得実績	60分 20時間 年俸制 400,000円~ 650,000円 土日祝 毎週 120日
就業場所	東京都千代田区
沿線	山手線
従業員数	当事業所 18人 (うち女性 2人) 企業全体 18人
加入保険 定年制・再雇用 入居可能住宅 マイカー通勤 通勤手当	雇用 労災 健康 厚生 無・無 単身 無/世帯 無 不可 実費(上限あり 毎月 25,000円まで)
採用人数	1人
仕事の内容	IPを利用した動画配信 ネットワークおよびサーバ の構築 ◎下記の方優遇致します。 ・ネットワーク構築・サーバ 構築のスキルをお持ちの方 ・動画技術に関する知識を お持ちの方
学歴	学歴不問
必要な経験等	ネットワークおよび

	サーバ構築の経験
必要な免許資格	資格不問
求人条件にかかる特記事項	将来的に状況によって請負先での就労も あります。
備考	試用期間3ヶ月(同条件) 応募書類の返却有
整理番号	13010-70819081
受理年月日	平成20年8月7日
有効期限日	平成20年10月31日
受理安定所	飯田橋公共職業安定所

# New York's Job ExchangeNY



- Home
- Job Seeker
- Employers
- Search
- Help
- Support

## Job Search: Job Details

# Network Engineer @ Cochran, Cochran & Yale

## Job Description

Qualifications include a Bachelor s degree in Information Technology or related discipline preferred or equivalent experience and a minimum of 4-6 years experience in an enterprise LAN/WAN technical support capacity. Applicable Cisco certifications required. Novell, Microsoft and/or other certifications desired. Excellent communication and demonstrated project management skills. Experience working in a team-oriented collaborative environment. Success factors: Minimum CCNA required. Experience with Cisco PIX, 2600, 2800, 3600, 3700, Catalyst 6500 switches and routers. 3000 VPN Concentrator. (You will be responsible for planning and evaluating complex existing network systems and making recommendations for resources required for maintaining and/or expanding service levels. You will be in charge of installation, configuration, and maintenance of network systems and solutions and technical support as required in a predominately Cisco environment. Essential functions include developing training plans for network resource administration; coordinating installation of hardware/software; implementation of plans for process improvements; testing network performance and providing network performance reports; managing effectiveness of servers and their operating systems; manage effectiveness of security solutions; and manage negotiations with vendors, outsourcers and contractors to secure network products and services. Benefits vary by client. We are an executive search firm that places candidate with our client

companies that have available jobs. All fees are paid by the company - there is never a charge to a candidate.

A benefit package may or may not be available. Request specific information from the employer.

### Job Summary

State Job ID:

HT3969560

Job Title:

Network Engineer

Company:

Cochran, Cochran & Yale

Location:

US - NY, Buffalo, 14202

AJE Reference Number: 501647596 Job Start/End Date:

10/01/2007

Job Type:

Regular

Job Classification:

Full Time

Hours/Week:

not provided

Salary Range:

\$ 60000 - 65000 per year

Education:

Less than High School

Required Degree/

Formal Training:

See Job Description

Required Licenses/

Certificates:

See Job Description

Experience:

not provided

Company

not provided

Homepage:

#### More Information

America's Career InfoNet has information about jobs at the national level:

General Outlook on the U.S. Job Market

Additional Career Resources

Wage and Trend information related to this type of job

Profile of New York

< Previous Job | Next Job >

APPLY NOW!

ADD TO MY JOBS

PRINTER FRIENDLY VERSION

(VIEW MY JOBS)

NEW SEARCH

BACK

If you feel that this job should not be on America's Job Exchange and you would like to have it reviewed and/or suspended click the "Flag Job" button.

FLAG JOB

- About AJE
- Link To Us
- Privacy
- Terms & Conditions
- Feedback

間四未経験OK\*ホール・カウンターStaff 国月給25万円上型①日給8500円上②時給1100~1200円

#### ☆。・・・・。☆働きやす~いお仕事☆。・・・・。☆ **公時間や曜日の相談ができるのが嬉しいネ** 個人ロッカー・休憩室完備で居心地も

■四①早番8h/遅番7.5h(休憩1h含)勤務の 方は日給制、②早番4~7h/遅番4~6.5h勤 務の方は時給制となります

板橋区三園(西高島平駅 1分)

**國学歴・職歴不問、バチンコ未経験の方歓迎** 

園交通費支給、制服貸与、車・バイク通勤ok 休憩室・個人ロッカー有、各種手当有、 □△①昇給有、賞与年2回、食事付

間働きやすさが自慢★パチンコ&スロット 図まずはお気軽に阻下さい!

-「旅行費用を貯めたい」なんで理由もok-■メリットいっぱいの仕事がいいよね!■ 日給制アルバイト▶月収例22万2500円上 (日給8500円以上×25日勤務十手当)

バチンコ セブン 海南通商株

**103-3979-1371** ※掲載終了後の応募○K

#### 時給900円~1200円

闘10:00~翌2:00 ★1日3h~・週1日~OK \*時間・曜日はお気軽にご相談下さい! 圖 \* 高校生·学生大歓迎!!

\*深夜働けるパートさん大歓迎!! 接客経験や調理経験がない、未経験者で も全然大丈夫!!仕事は先輩スタッ なで1から丁寧に教えてくれるから安心 て働き出せますョ☆

圖昇給隨時、交通費全額支給、制服貸与 車・バイク通勤OKI食事補助あり ☆日曜日/時給50円UP// ※研修期間1ヶ月/時給-50円

闘ラーメン店 臓血後歴(写)持参。



東京とんこつ とんとらら~めん 新座店

6048-584-0106/受付本社9時~19時 島田 @21393057/ 10148777

△回サンクスstaff(レジ・品だし・発注等) □□時給①850円~ ②800円~ ③780円~ ④1000円~ □

#### ■自転車・バイク通勤もOK■ ☆シゴトも勉強も趣味も充実できる環境☆ 空いた時間を有効活用して働けるお仕事。

四保谷志木線沿い(蓮光寺向かい) 圖①6:00~9:00・・・・・・・時給850円以上 ②9:00~17:00・・・・・時給800円以上 ③17:00~22:00·····時給780円以上 ④22:00~6:00・・・・・・ 時給1000円以上

◆週1日~OK!! ※時間曜日応相談 型学生(高校生ok)、フリーター、既婚者歓迎 ★未経験の方、Wワークの方も大歓迎★

掲載終了後も応募ok

雑誌やドリンク、コスメなど流行がイチ早 く知れる面白いお仕事ですよ☆

### サンクス 新座馬場店

6048-480-3861/採用担当 ※お気軽に☆



「初バイトでも平気?」 「大丈夫!私達も未経験 スタートだったよ☆」 友達との応募も大歓迎!! 楽しく働こう(\*'▽'\*)

6603083902110054



\*NewStaff大募集!! \* 仲の良さと定着率なら ドコにも負けないお店!! 楽しくて、面白いが1番! みんな笑顔で働こうョ☆



## 夏も終わり▶▶お金も バイト経験もナイ・・・

そんな未経験のアナタでもok☆

- ◆週1日~OK!!
- ◆同世代の仲間もたくさん☆
- ◆分からない事も丁寧に教えます
- ◆掛け持ちの方もモチロンOK!!

M臼土日祝・祭日のみの介護補助(※詳細下記) 時給1500円十交通費

土日祝・祭日のみの介護補助のお仕事です 「毎日はちょっと・・・」「経験を活かしたい」 そんな方大歓迎!! 時給1500円スタートです

- 社は飲食店を運営する企業です 役員が車イスになってしまい、専任の 介護が必要になりました。あなたに お願いしたいのは、そのサポート役。
- \*ケアセンターの居室にいる役員の身の まわりのお世話や、リハビリの"補助" が主なお仕事となります。施設にはそれ ぞれ専門のスタッフが居ますので、その お手伝いを担当していただきます。

- \*役員だからって、かしこまらなくでも 大丈夫。家族のようにリラックスして 接していただければと思います。
- \*社員が側について、進め方や注意点など、 順を追って教えますので安心です。 働きながら介護の勉強もできますよ

◆◆◆\*◆◆\*◆◆\*◆◆\*◆◆ 圖都内(成增) 圖9:00~18:00(実8h) 勤務日▶土日祝・祭日のみ 图年齡不問

▶ヘルパー2級

若しくはそれに準ずる経験のある方。 ▶介護専門学生、勉強中の方も歓迎!! ▶ブランクのある方も是非!!

窗交通费全额支給、残業手当、各種手当 ■関東をはじめ、全国に35店舗を展開中の 飲食店の経営・FC総本部

題お気軽に合後、履歴書(写)ご持参下さい。 勤務開始日、面接日ご相談下さいね!

株花研(はなけん)

豊島区南池袋1-17-3 当矢ビル1F(面接/4F) 1 03-3983-2066 担当/イワアサまで

□□お肉のBIGBIG 販売・加工スタッフ

#### ★オープニングStaff大募集!!(・▽・)b★ ★志木駅スグで通動ラクラク!!★ ★学生・フリーター・パートさん大歓迎!!

■肉の販売、値付、陳列、商品加工、惣菜調理 □ [志木]駅スグ | 丸井志木店1 F●。・駅チカで通勤もラクラク | 。

■シフト制(ご希望の時間帯・曜日応相談) 加工8:00~17:00 販売9:30~20:30 ★週2日・1日4~7hでOK!

◎家事の合間に働きたい主婦の場合◎ 「10:00~15:00で週4日」

◎学校と両立している学生の場合◎ 「16:30~20:30で週2日 | ○かけもちバイトのフリ -ターの場合の

「8:00~14:00で週3日」 ○ガッツリ稼ぎたいフリーターの場合○

「13:00~20:30で週5日」 …など

図☆既婚者・学生・フリーター、大歓迎! ★未経験の方もOK!丁寧に教えます 圖交支給、服貸、社保完、有給有、昇給有 ※OPEN前研修1~2日有

■お肉の販売・加工(惣菜調理) 國下記「本部/明治屋産業(株)東京支社」に お気軽に阻後、履歴書(写)ご持参下さい。 面接・詳細は電話連絡時に説明致します。

★新規OPENなので…★ みんなと一緒に始められて楽しい! 先輩・後輩ないから、気軽に働けるよ。

★バイト経験がなくても大丈夫★ 丁寧に教えますし、難しいお仕事では ないので、安心して始められますよ。

お肉のBIG BIG 志木店 ■0120-290-092 担当/戸塚 Q21363304

"お休みの日"限定の 介護のお仕事です。

年齢は不問

時給1500円 ダブルワークもOK!!



▼こんな方も歓迎です▼ 「週末しっかり働きたい」 「専門学校に通っていて 実務でも学びたい あなたの力が必要です!

9/26(金)丸井志木店内 **★グランドOPEN★** 

~「お肉のBIG BIG」~ オープニングStaff <大募集>



\*メリットいっぱい\* 稼げる★時給900円以上 安心★皆一緒のスタート 選べる★週2日・1日4~7h ☆稼ぐ×楽しい×自由☆

/P1688472/--

晶高校生OK 別食事付き・食事補助あり 同交通費全額・一部支給 日本・バイク通勤OK 国経験者・有資格者歓迎 日資格取得支援制度あり 日学歴不問 日住宅補助制度あり TOWNWORK 52



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Big 5 is an Equal Opportunity Employer

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Attn: Human Resources, Dept. CS
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Los Angeles, CA 90009

Norldway Postal Center Fax: (310) 297-7585 Los Angeles, CA 90009 email: dfn@big5corp.com



# Communicating Clearly Through Voice Mail and Email

by Dianna Booher

Clear messages are concise, complete, correct, quick and make you look competent. Whether you were a pioneer in the use of email and voice mail, or have just recently been introduced to this technology, making effective use of these forms of communication is not a "by chance" happening. Here are a few tips for polishing your messages.

Follow the rules of etiquette when creating your messages. Even though technology has changed, the rules of etiquette have not. Avoid remarks that are vulgar, repetitive and verbose, and never write or say anything you wouldn't want forwarded to your company CEO, your customers, your family, or your friends.

Distinguish between fact and opinion when the difference may not be obvious to the person receiving vour message.

If you are making a personal judgment, say so, lest your words come back to haunt you. And even then, be sure you really want to state your personal opinion in potentially libelous situations.

Respect others' confidentiality and expect your own to be nonexistent.

Most of us have been comforted by the thought of our guaranteed right to free speech to say what we think and feel with few exceptions. However, messages left in the private sector do not enjoy such immunity; they are considered private

domain and are not subject to "free speech" protection. Respect all copyright and licensing agreements.

Take great care to discover who has authored information you may be tempted to include as yours. Just because you do not claim the ideas as your own, and even if you acknowledge other "unknown" sources, you may still be liable for copyright infringement.

Understand the difference in being informal and looking careless or stupid.

Informal means a conversational tone, a breezy manner, colloquial words and phrases, intentional sentence fragments, and acronyms. On the other hand, informal does not mean unclear and incomplete thoughts, ambiguous references, irrelevant details, repetitive information, disorganized ideas, unclear actions, misspelled words, or grammatical errors.

Email and voice mail have made our lives increasingly more productive. Use them to their fullest advantage, without abusing others' rights or offending their sense of decency and appropriateness. Common courtesy and good sense go a long way in matters of etiquette. Your coworkers, customers, family, and friends will appreciate your skill and your courtesy.

Dianna Booher is a Fripp colleague in Speakers Roundtable. A group of award-winning speakers and business experts who recommend each other's work. For more information on Dianna and her programs, visit http://www.speakersroundtable.com/booher/index.html

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用 神田二分鳥文二日 13~17時位 整理 時千百円交

な人形のふるさと鴻巣市。

380年の伝統を誇るひ

の作品展示があります。 野光宝」、創作人形「田中し 別展示として御所人形「吉 0点の一般公開もあります。 わせ64対など特別な品20 られた精巧な雛道具、貝合 形、さらに有名大名家に飾 や天皇家に関わりのある人 9月4日(日)~21日(日)、 入場は5時まで)。 入場は無料です。 第14回を迎える今年は特 作品を約250点展示。 開催期間中、 場は5時まで)。期間中即10時~午後5時30分 合わせは、 創作人形「舘和夢」 48-541 江戸時代の人形 広田屋所



品が並び、 まる「京雅人形展」が開か 今年も特別な人形たちが集 きない一流の作家による作 00人以上の人が訪れる 目にすることがで 毎回全国から1 「広田屋」で、 鴻巣の「広田屋」 21 で

	時間	11	月生	時間	会 場
		コース	開講日		
4		木	11/13		JR新宿駅西口徒歩5分
3	- 200	金	11/14		JR渋谷駅東口徒歩3分
7		火	11/11	Α	JR池袋駅西口徒歩4分
3	Α	金	11/14	÷	立川駅前第一デパート6F
5	B	金	11/14	В	JR横浜駅西口徒歩5分
0 10		火	11/11	С	JR千葉駅東口徒歩3分
6	С	火	11/11		JR松戸駅西口徒歩3分
7		水	11/12		JR川口駅前リリア
7		月	11/10	A·C	JR大宮駅東口徒歩5分
4		金	11/14	A·B·C	ワシントンホテル並び

#### ■開講日時/左記参照

1講習 2時間 週1回の2ヶ月 A(10:00~12:00) B(13:30~15:30) C(18:30~20:30)

- ■カリキュラム/ゆかたの着方と半幅帯、普段着の着方、 名古屋帯のお太鼓結び、フォーマルの 着方、袋帯の二重太鼓結び(全て手結 びで行います。)
- 員/各時間20名。 ◆定 お申し込み多数の場合は抽選、当選者に は開講日の1週間位前に受講券を送付い たします。
- 料/無料、ただし教材費として期間中5,900 円(税込)必要
- め 切 り/9月16日(火) ※着物・長襦袢・帯の貸し出し有り(有料)









ケムリを吸う。ノドの薬!

タバコを吸う人のための薬です!ぜひ、お試しください。

- ●効能:セキを鎮め、タンを切る。
- ●用法:先端に点火し、たばこのように 煙を吸入する。
  ●用量:1回1~2本、1日量10本まで。
  ご使用の際は使用上の注意をよくお読みください。

□ 実/用の/原状は使/用上の/正感/セよいの歌のテン/してい。 「では 1)次の人は使用しないこと。幸媛暨賃債のない人。未成年の人 いけないこと/全本剤を使用している動は、次の医薬品を使用しないこと。縁煙植助剤 ■煙中に、ニコチンとタールをわずかに含みます。使用上の注意を守ってご使用くだ さい、■縁度目的に使用しないでください。■火気の使用を禁止された場所、および 禁煙の場所で使用しないでください。■全国の薬局・薬店で販売しています。

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PRIVATE duty caregiver.Fri, Sat & Sun 9am-9pm. Must have car. \$15-\$18 per hour. Santa Monica 310-496-1546

#### **Employment**

ACCOUNTING

## Tax Auditor II \$40K+

Florida Dept. of Revenue has openings at our Anaheim, CA office. For sale and use tax audits. Travel req'd. Deg. in Accting or Buylland audit of the control of the control

# www.myflorida.com in People First Call (714) 704-1540 Closing Date is 9/12/2008

#### ACCOUNTANT/ OFFICE MANAGER

Wanted individual with Medicare background to manage small Railroad Hospital Association office with 3 employees: Applicants should have strong Medicare background as well as strong accounting skills. Medical coverage provided. Office loc. In Covina area Fax resume to 626-967-3161 Attn: Yvonne or Mr. Davis

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ARCHITECT

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# **Employment**

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is a nationally recog-nized, award winning ar-chitectural firm, seeking motivated, energetic, ar-chitects to join our firm to work on prestigious, nigh profile academic and institutional projects.

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sign architects pesign architects with 3-15+ years experience with large scale institu-tional building types. Re-ponsible for providing lesign leadership on in-dividual projects and en-turing design quality throughout duration for projects. Must be com-mitted to the concept of lesion excellence. Massdesign excellence. Mas ter of Architecture pre ferred.

#### Senior Technical Architects

nior level technical ar-itects skilled in detail chitects skilled in detailing and documentation. Position requires 10+ years experience with Institutional, Type 1 buildings. Must have knowledge of complex building systems, CAD programs, and be willing to work in teams. Revitexperience a plus.

#### Medical Planner/ **Healthcare Architect**

r chitects and ealthcare Planners with februicare Manners with 6-12+ years experience with relevant planning experience with large scale acute care facilities (preferably in California). Licensed Architect a plus. OSHPD experience a plus.

#### Architects

Architects
Architects with 5-10+
years experience overall;
3 yrs minimum with large
scale institutional type
buildings. Seeking well
rounded individuals that
possess both architectural design skills and
construction documentation knowledge,
Prefer Master of Architecture. Revit experience
a plus. Leed AP a plus.
Licensed Architect a
plus.

#### **Building Information** Modeling Manager:

Modeling Manager:
eeking technically proicient, self-motivated
irchitect to manage
juilding information Moleling efforts of multiple
project teams; contrijute to ongoing developnent of office docimentation standards;
roubleshoot technical
problems; and particiate in coordination acivities with engineers
and contractors.

Resumes + Work Samples to:

Careers@coarchitects.con

www.coarchitects.com

# ARTIST Multi-media Flame Artist. MA or BA and Syears experience required. Mail resume to: Vendetta Post, 225 Santa Monica Blvd 9th Floor Santa Monica, CA 90401

ASSET MANAGER. Job site Beverly Hills, CA . Send re-sume w/this ad to Code #897-6540, Claudia Cardenas, Primestor Devel-opment, Inc., 228 S. Beverly Dr. Beverly Hills, CA 90212

Los Angeles Times Classified

### Los Angeles Times SUMMONS

(CITACION JUDICAL) Case No.:BC389136

NOTICE TO DEFENDANT: (AVISO AL DEMANDADO): WILLIAM BARNES, an individual, and does 1-10

YOU ARE BEING SUED BY PLAINTIFF: (LO ESTA DEMANDANDO EL DEMANDANTE):
JULIA SOBKA, an individual

You have 30 CALENDAR DAYS after this summons

#### **Employment**

AUTO

# Sales

# Consultants

Gardena Nissan has completed its construction on its state of the art facility. We are seeking highly motivated Sales Consultants for immediate placement. Candidates must have a strong desire to grow with our company and have a solid career. We have a huge inventory plus training for the right individuals.

> Send resumes to dkusumi@

gardenanissan.com

or call sales manager today for an interview.

**GARDENA NISSAN** 

1670 W. Redondo Beach Blvd

310-532-1600

GARDENA NISSAN

## SALESPERSON/CLOSER

SALESPERSON/CLOSER
Our business has
increased by 200% in
the last 90 days. We need
some experienced
Salespeople that are
billingual - Spanish or
Korean. Selling the
hottest cars on the
market. Great
commission structure +
great bonuses + great
management team +
great advertising.
Lots of traffic!!
Let's have fun and make
lots of money!!
Ask for Sal Ramirez
or Norm Bustamante
711.282.7000

213-383-2900

# **Sales Consultants**

Internet Sales

Internet Jules
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Immediately!!!
Glendale Infiniti is
looking for aggressive,
hard working individuals
W/ previous experience.
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Apply in person
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## GLENDALE OIN FINITI

## \* INTERNET MANAGER \*

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\* Craftsmen Auto Body \* 17710 Studebaker Road

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Driver/Bus

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GREGG INDUSTRIES, INC

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chylronmental Engr.

Gregg Ind. an Iron
Foundry in El Monte, CA
has a need for an Environ
En Qualified candidate is
needed to provide tech
srvs to maintain
compliance w/environ
rules and regulations.
Requires a BS in Environ.
Chem or equiv. Strong
interpersonal, technical
writing, presentation and
communication skills are
needed. EEOC. Good
Benefits pkg. Sal DOE.
Qualified candidates
should submit MS Word
formatted resumes to:
pcarrillo@greggind.com
or fax 626 575-5943 arrillo@greggind.co or fax 626 575-5943

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CICIAN **Family Practitioner** or Internist r PT, Flex hrs. Weekend ts avail. Must speak Flu-Spanish. Ofc loc in Santa

## **New Const. Plumber**

ent Spanish. Ofc loc in Santa Ana. Immediate opening. Fax CV to: 951-329-3376

In L.A. & Ventura Co. mir 5 yrs exp. High end custom homes & comm'l.

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tho possesses the ability o set and achieve un common goals for this

Must have a proven track record meeting deposit expectations while providing outside sales & networking, focusing on outreach activities designed to grow & develop new referral sources. Successful sales staff in our field have the ability to hit deposit & census goals through face to face meetings, telephone contacts & referral groups while employing sales principles to meet the needs of our senior market.

Join a growing, well estable co that offers kind comp to the very best cand. In addition to kind salary, we offer generous's commissions, books, benefits (Health) Dental/Vision/Life, 401k

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2021

Xray

AUTOS

Antiqu

'64 CONT. ANTIQUE

'42 Dodge Hard to fi

'57 CHEV N Built by E mi, since BLK, Best '40 Packar Resore specification 8 is beau

'70 Chev C Original oviouslyOw

'73 CHALLE

'41 CHEV C Gorgeous Bonestock

Only 400 o

(800)CREVIE

'98 CL 2.3 (WL000360

KEYE

WESEL '03 CL ...... Red, Auto, S (S389A/0140

SIERR

Burgandy Sure to Ple

'69 ROADRI Complete ration, Or 4spd. Awe

De-coded Factory A Blk/Blue, I

'54 Ford Cri V8, Auto, F w/Red/Wh or Show-G '54 Packard

creviero '66 PONITA Ready for I ple Valley. Acura

KEY. '01 CL "S" ... Exp (1A034688)

PUENTE H

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