

Contents

Preface ix
Acknowledgments..... xiii

Part I: The Job Search Trilogy

Chapter 1: Resumes 3
Chapter 2: Cover Letters 35
Chapter 3: References 47

Part II: Making Contacts

Chapter 4: Networking 59
Chapter 5: Outplacement/Career Transition Firms and the Pros
and Cons of Interim Assignments 81
Chapter 6: Dealing with Recruiters 91

Part III: Securing Your Future

Chapter 7: The Interview and Follow-Up 115

Chapter 8: Evaluating Job Offers and
Employment Contracts159

Chapter 9: Starting Off on the Right Foot/Making a Smooth
Transition..... 189

Part IV: Creating Opportunities

Chapter 10: Making the Transition from the Military 199

Chapter 11: Physician Executives.....213

Chapter 12: Breaking Through the Glass Ceiling: Interviews with
Female Healthcare Executives..... 225

Chapter 13: The Student as Job Seeker 245

Chapter 14: Beyond Racial Barriers: Interviews with Minority
Healthcare Executives..... 253

Chapter 15: Overcoming Discrimination:
Personal Strategies 301

Chapter 16: Relocation and Maintaining Loved Ones’
Support 307

Chapter 17: Getting Motivated..... 313

Chapter 18: Managing Your Career in an Era
of Uncertainty 323

Appendix 1: Examining the Transition from Military Careers to
Civilian Careers in Healthcare Management:
A 2009 Survey 345

Appendix 2: The State of Health Care Diversity and Disparities:
A Benchmark Study of US Hospitals..... 365

References 381

Index 383

About the Author..... 401