

■ Denver: Dine in  
The Mile High City

■ How to Write a  
Resignation Letter

■ Is Your CV Working  
For You?

# Career Guide

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The ABCs of **How to Write a Resignation Letter.**

Find out the answer to the question **Is Your CV Working?**



# Denver: Dine in The Mile High City

Enjoy some of the best restaurants Denver has to offer.

Denver is a sprawling metropolis that sits on the western edge of the High Plains. Once upon a time, Denver was a cow town. Now the city boasts a diverse economic foundation, encompassing transportation, energy, telecommunications, mining and technology. Denver's economy is currently booming, which has led to the development of more opportunities for new and unique restaurateurs. Here is a list of some of the best restaurants in The Mile-High City.

## The Preservery

Adler Planetarium is a public museum dedicated to astronomy. Located in the RiNo (River North Art District), a charming and hip industrial district, The Preservery stands out because of its innovative and delicious dishes combined with a unique ambience. For starters, there is no tipping, as the tip is included in the price. There is live music that ranges from jazz, to R&B and even classical. The Preserve's menu features eclectic dishes like edible flowers, onion jam, vegan salads, wagyu, octopus and desserts that confectioners dream of.

3040 Blake Street | Denver, CO 80205 | 303-298-6821

<http://thepreservery.com>

## The Way Back

Some people describe The Way Back as a restaurant, while others may describe it as a bar that serves food. However you choose to define it, The Way Back dishes out innovative cocktails, and an enchanting wine list that caters to any palate. On the food side, The Way Back's menu isn't as extensive as other restaurants, but the offerings are peerless,

including vegetable appetizers that go far beyond carrots sticks, celery and dip. And there's roasted chicken, which on the surface sounds banal, but the chef must wave a magic wand over it because it's the best chicken you'll ever taste.

4132 West 38th Avenue | Denver, CO 80212 | 720-728-8156

<http://thewaybackdenver.com>

## Avelina

Avelina holds sway as one of Denver's top restaurants. Set in the center of the downtown area, Avelina's ambience rests on soft lighting, tasteful music, chenille and Italian leather-covered seating. The menu revolves around modern American and Mediterranean dishes prepared with a slightly exotic flair. For example, short ribs glazed in Yuzu and chili; or perhaps flatbread with lamb spiced Moroccan style, served with cauliflower buds roasted to perfection. Another favorite is warm artichokes with shiitakes.

1550 17th Street | Denver, CO 80202 | 720-904-6711

<http://avelinadenver.com>

## Coperta

Ideally located near Benedict Fountain Park, Coperta specializes in authentic Italian cuisine that has made it something of a destination spot. The restaurant is open for breakfast, lunch and dinner. Coperta's menu offers enticing dishes like pollo allo diavolo (chile-marinated chicken charred over wood) and bucatini all'amatriciana - arriving with guanciale and polenta dipped in butter and whey, and cooked just right. For something a little more filling, try the cavatelli immersed in a thick meat ragu. Coperta's breakfasts



*Denver's economy is currently booming, which has led to the development of more opportunities for restaurateurs.*

feature Italian roasted coffee and delicate pastries. Lunch fare includes soups, salads and panini.

400 East 20th Avenue | Denver, CO 80203 | 720-749-4666

<http://copertadenver.com>

### **12@Madison**

12@MADISON opened in early 2016, and it's been a hit with diners since day one. The menu offers entrees spanning from light to heavy, soups and salads, vegetables, seafood, chicken, beef and desserts. The restaurant eschews popular catchwords and tags, opting instead for meticulously prepared dishes, along with spectacular presentation. Popular dishes such as veal sweetbreads and ricotta gnudi keep patrons coming back again and again.

1160 Madison Street | Denver, CO 80206 | 720-216-0190

<https://12atmadison.com>

### **Matsuhisa**

Located in Cherry Creek, one of downtown Denver's ritzier neighborhoods, Matsuhisa amalgamates traditional Japanese dishes with innovative touches that provide diners with the ultimate culinary experience. Each dish looks like a work of art, embracing both texture and color. The interior is strikingly lavish, yet not overstated. Be sure to make

reservations early, as it is booked months in advance. This is definitely a destination spot you should add to your list.

98 Steele Street | Denver, CO 80206 | 303-329-6628

<https://matsuhisarestaurants.com/home/denver>

### **Mister Tuna**

Although the name of the restaurant makes it sound like a fish shack, Mister Tuna, with its gold and black décor, revolves around a diverse menu that includes Vietnamese, Indian and Hawaiian inspiration. Mister Tuna's seafood goes beyond superlative: ahi poke served with avocado; corvina with wheat berries and kampachi seasoned with chili, cilantro, mint and basil. Other favorites are Thai carrot-herb salad, pork with mustard and even grilled pizzas.

3033 Brighton Boulevard | Denver, CO 80216 | 303-831-8862

<https://mistertuna.com>

### **Mizu Izakaya**

In Japan, an izakaya is a bar that serves appetizers with beer or other drinks. Mizu does have a sushi bar, a concession to popular taste, because traditional Japanese izakayas don't normally include sushi. Other patron favorites include fish or meat grilled on binchotan charcoals, foie gras and tofu

that rivals soft-serve ice cream from Dairy Queen. The tofu is chilled and showered with a sweet and salty sauce.

1560 Boulder Street | Denver, CO 80211 | 720-372-7100

<http://www.mizudenver.com/>

### El Five

Located on the fifth floor of a building in the Lower Highlands (LoHi) area of Denver, El Five's cuisine carries a definite Spanish-Middle Eastern vibe. Along with spectacular views visible through the wall of glass, there's also a balcony for the more quixotic. The décor shimmers with bright festive colors that complement the panoramic views of the Mile-High City. El Five's menu features appetizers (tapas) and paellas, a Valencian rice dish seasoned with saffron and rosemary, graced with artichokes. The wine list is extensive and relevant, and if you want something with a little more kick, the bar concocts imaginative cocktails.

2930 Umatilla, Fifth Floor | Denver, CO 80211 | 303-524-9193

<https://elfivedenver.com>

### White Pie

When you enter the White Pie, you feel like you've been transported to Connecticut, the home of thin-crust pizza cooked over oak coals. In addition, there is a wonderful selection of salads, pastas and salumi, along with the drink of your choice: beer, wine and correctly mixed cocktails. Bleached wood, brick walls and marble tabletops provide the interior with a northeastern feel. During the warmer months, you can eat your pie on the patio.

1702 Humboldt Street | Denver, CO 80218 | 303-862-5323

<http://whitepiedenver.com>

### Concourse Restaurant Moderne

Featuring modern American cuisine, the Concourse Restaurant is located in Stapleton, the site of the old airport in Denver. During the day, the Concourse's menu offers designer coffees, skillet-fried eggs and fresh exotic fruit bowls. As evening approaches, the menu changes, presenting a selection of handmade pastas served in light creamy sauces. Naturally, cocktails, wine and beer are available.

10195 E. 29th Drive | Denver, CO 80238 | 303-550-6934

<http://concoursedenver.com>

### Fish N Beer

Don't let the name of this restaurant mislead you. Fish N Beer's kitchen puts time and effort into each of its culinary creations: deep-fried smelt and blowfish tails that melt in

your mouth; or salmon or sea bass grilled over fiery coals of oak. Other tasty treats include glazed salmon, a dip made of smoked fish and tonnato.

3510 Larimer Street | Denver, CO 80205 | 303-248-3497

<http://fishnbeerdenver.com>

### Cattivella Wood Fired Italian

Offering Italian cuisine, Cattivella's interior revolves around a large, open kitchen that allows patrons to sit at the counter and watch as their food is prepared. Natural light fills the dining area, decorated in a chic progressive design that provides a highly-stylized ambience. The menu features salumi, delicately crusted pizzas, a vast array of sublime pastas and a variety of meats sliced on a huge butcher's block. The wine and cocktail bar resides in an expansive dining room with views of the chef's counter and the Butcher's Corner. Cattivella is located in Stapleton.

10195 E. 29th Drive, #110 | Denver, CO 80238 | 303-645-3779

<http://cattivelladenver.com> ■

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Charlotte Eye Ear Nose & Throat Associates, P.A. (CEENTA), a physician-owned and operated multi-specialty private practice, is looking for a full-time and a part-time Doctor of Optometry (OD) as part of our continued expansion.

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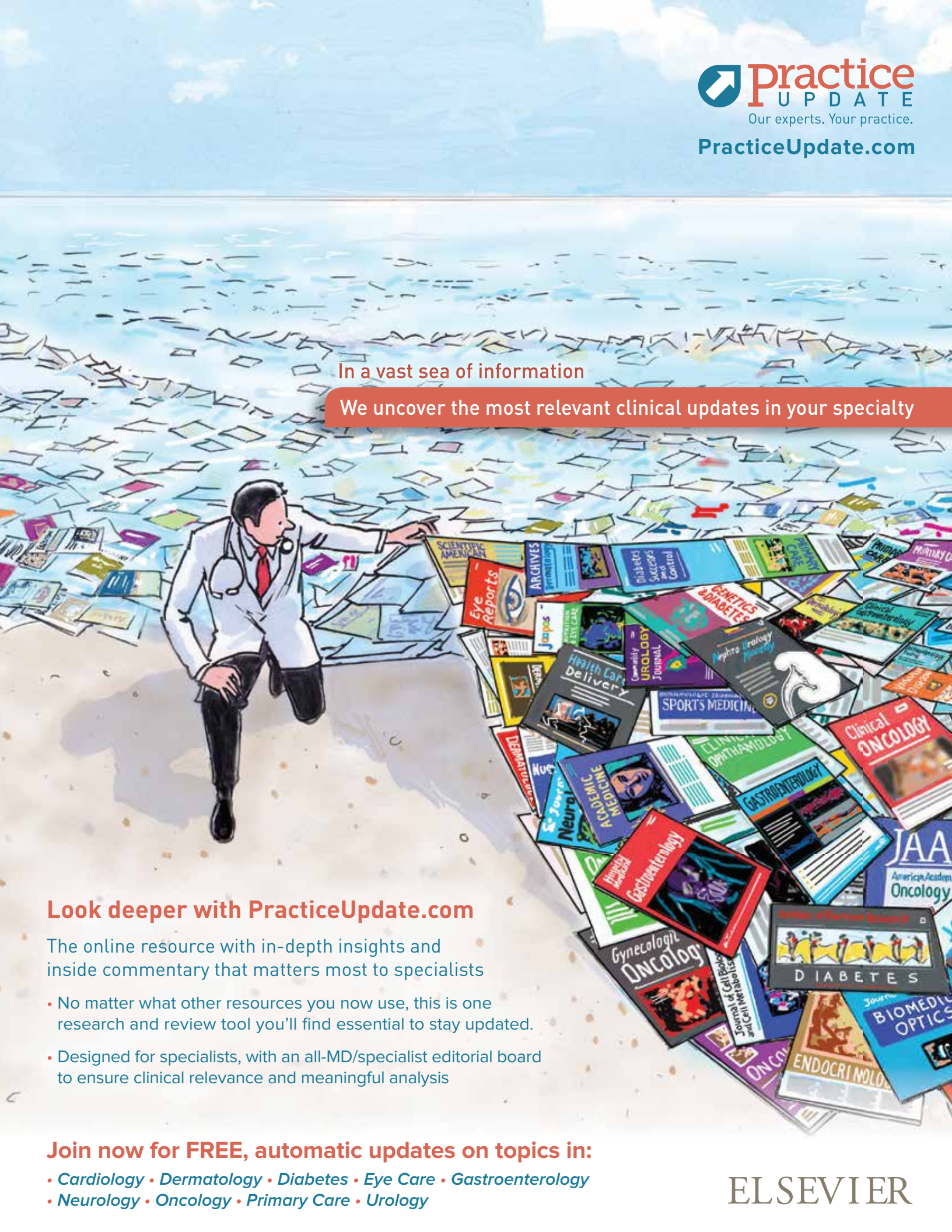
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# How to Write a Letter of Resignation



Resignation

Once you've decided to move on to another job or have decided to take a break, you will need to write a resignation letter. The official document you submit to your supervisors and Human Resources will set the tone for your remaining time at the office as well as your relationship with them moving forward.

Here are a few tips to guide you through the process.

Well-known HR services organization, Randstad, advises workers to keep their resignation letter brief though it should include the following:

- The name of the person you are addressing it to: your supervisor, line manager or the manager of the Human Resources department. This should go on the left above the salutation.
- Your contact information: This should go on the top right-hand corner of your letter.
- The first paragraph: include the effective date of your resignation, and the date of your last day of work.
- Middle paragraph: Provide an explanation for your resignation - Keep it simple at this point.
- Final paragraph: Offer assistance with the handover process, and remain professional at all times.
- Professional close: Kind regards, or respectfully yours.
- Your name and signature

Here is an example:

First paragraph:

Dear [your supervisor's name]

*Please accept this letter as formal notification that I am resigning from my position as [position title] with [company name]. My last day will be [your last day - usually two weeks from the date you give notice].*

Check your company policy or your employment contract to find out how many weeks' notice you'll need to give upon resignation. Some companies will terminate an employee immediately, so be prepared for this.

You should also consider including a positive statement about your employer and perhaps even thank them for the opportunities they gave you or wish them well for the future. Here, you can describe some of the key things you have learned and enjoyed on the job, even if you are thrilled to be leaving. Whatever your reasons for resigning, do your utmost to leave on good terms. Whatever it is, refrain from criticizing your current employer.

Barbara Mitchell, human resources and management consultant and author of *The Big Book of HR* and *The Essential Workplace Conflict Handbook* advises, "Keep in mind that you still may need a reference from your current organization, even if you already have a new job. You also want to be paid for any accrued vacation time and any retirement funds you invested in the employer's program. I wouldn't expect an organization to be vindictive enough to try to keep your money, but why chance it?"

Be professional as your resignation letter will be kept on file and could be accessed for future reference. Remain polite and approach the resignation with the right etiquette. Remember



# Letter of resignation

Please accept this letter as notice of my resignation from the position at your company.

The letter you submit to your supervisors and Human Resources will set the tone for your remaining time at the office, as well as your relationship with them moving forward.

that down the line, you may need these people for a reference (especially if you stay within the healthcare profession) and leaving things on a good note will leave a positive impression.

Middle paragraph:

*I would like to thank you for the opportunity to work in this position for the past [amount of time you've been in the role]. I've learned so much and have greatly appreciated the opportunities I've had to [a few of your favorite job responsibilities]. My training in [area of expertise] was extremely thorough and contained lifelong lessons. I feel that my development as a healthcare professional has grown tremendously and I thank you for that.*

Lastly, state your willingness to help out with the transition in your resignation letter. It's not necessary to go into great detail, but a line or two stating that you will do your best to ensure a smooth transition will show your professionalism and sincerity.

Final paragraph & Close:

*During my last two weeks, I'll do everything possible to wrap up my duties, update all pertinent records and train other team members. Please let me know if there is anything else I can do to help smooth the transition.*

*I wish you and everyone in the company continued success, and I hope to stay in touch in the future.*

Sincerely,

[Your name]

Make sure to follow company procedures during the resignation process. A well-written resignation letter will impress your boss and if you ever decide to return to your company, it's good that your last correspondence on file is professionally written.

It is worthwhile to remember that even if you are on relaxed terms with your boss within your current company, make sure you maintain a formal tone and use professional language in your letter. ■

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## Sources

*Write a Great Resignation Letter to Leave on Good Terms*, Career Advice (Aug 9, 2017) - [Ranstad USA](#)

*How to Give Feedback When You Leave a Job*, Barbara Mitchell - [Association Career HQ](#)

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## ABOUT THE AUTHOR

**Melanie Grano** is a freelance business writer and 20-year Journalism veteran who regularly contributes to career-based publications, including *ThirdCertainty* and *Computer Times*.



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# Is Your CV Working?

## How to Stand Out as a Candidate and Create a Good First Impression.

After graduating from medical school, you may assume that you'll be able to walk into a job at practically any medical facility in the country. After all, the world needs qualified doctors and nurses. Unfortunately, getting the job that you want in medicine can often be as difficult as getting into medical school in the first place. Hundreds of candidates, all likely as qualified as you, are applying. For less specialized roles, the competition can be much more intense. Often, the only chance candidates have at getting a foot in the door is their CV. And because most candidates have received the same level of education and work experience, the smallest thing can make a difference. Research shows you only have 6.25 seconds to impress an employer - you better make those seconds count. With that in mind, is your CV working?

### Is Everything Present and Correct?

The biggest mistake you can make on your CV is not including all of your relevant information. At the same time, be careful not to overdo it. In most instances, a two- to four-page CV is enough. However, experienced academics would usually have longer CVs because of the nature of their jobs. There aren't strict rules to the structure of your CV as accepted practices. Your name, your education, and details of your current and previous positions are by far the most important. According to [Ladders](#), employers focus the majority (80%) of the initial six seconds on these areas.

For residents or new physicians who do not have much work experience yet, the most emphasized category in your CV should be your medical education. Include the name of your medical school, the city and state or country where it is located, your degree, and year of completion. For your list of internships, residencies, and fellowships, include your area of specialization, the facility, and its location, as well as the year of completion. Also, highlight academic or other achievements. Below is a breakdown of everything a thorough medical CV should cover:

- Education

- Training
- Internship
- Residency
- Fellowship
- Practice
- Academic Distinctions/Leadership Positions
- Research
- Practice Experience (distinguish categories like management, direct care, hospital-based, etc.)
- Publications
- Presentations
- Professional Memberships
- Board Certification (list boards and national examinations that you have taken)
- Licensure (list down the states where you have a license to practice medicine)
- Other Relevant Work Experience
- Professional Honors/Distinctions
- Other Relevant Specialized Skills

Aside from having all of the correct information, you must also make sure that your CV is well-structured and accurate. It is important that you don't embellish because chances are it will be spotted quickly. The Society for Human Resource Management found that 60% of HR professionals discover "inaccuracies" in the resumes they review.

### Does it Pass a Quick Scan?

Often a quick scan is all your CV receives. It has to cut the mustard in this respect. CompHealth has a guide to making sure your CV stands out within 15 seconds. The key points are making sure that your CV:

- Aligns with the skills and experience the job requires
- Includes all of the key information employers look for: education, board certification, work history, career history, timelines
- Is easy on the eyes
- Is error-free

If your CV looks good at first pass, you can then start analyzing it in detail.

### Is it Free of Typos or Errors?

As a medical professional, you need to be meticulous in your attention to detail. In our world, one small error can have significant, often harmful consequences. An error or typo on your CV isn't a good start. In a survey of 150 executives by Accountemps, 40% said one typo was enough to rule a candidate out.

When you've spent so long polishing your CV, it can be hard to see the forest through the trees. Typos aren't immediately obvious. The key, therefore, is to have someone look over your CV for you. Better yet, find a healthcare professional or someone who has experience recruiting employees to take a look at your CV. They will be able to offer a level of insight your friends or family can't.

### Does Your CV Come with a Cover Letter?

Some physicians looking for a practice opportunity might think that a cover letter isn't important. More often than not, however, a cover letter will differentiate you from other people who applied for the position. While all CVs can look and read the same, a cover letter is a chance to stand out and be different. You might be the only candidate to include one at all.

Craig Fowler, former president of the National Association of Physician Recruiters (NAPR), stresses the important role a cover letter can play. He believes eight out of ten candidates who express interest in a role don't include a cover letter with their CV. It can really be a differentiator between getting the interview and getting passed over for consideration.

A cover letter is the best way to show your future employer that you have researched the position and the organization before you applied. Where your CV will show you are qualified, a cover letter can describe why you want the role, what you like about it and why you should be considered.

Don't overdo it, however. A single-page, three-paragraph cover letter is recommended. Use simple language and a professional, business letter layout.

Ideally, the first paragraph should include a self-introduction and should state why you are writing. The second paragraph should provide the reasons behind your interest in the opportunity, why you like the position and why you want to work for that organization. In the third and last paragraph, thank the recipient for reviewing your application and conclude the letter by saying that you look forward to hearing from the recipient soon.

Underestimating the importance of your CV and not giving it the time and attention it deserves is as bad as not having one at all. As the first thing recruiters and healthcare HR professionals read about you, make sure they are impressed.

We hope these tips will help your CV catch a recruiter's eye. ■

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*Optometry Opportunity in Southwestern Virginia - Flexible schedule, competitive compensation + sign-on bonus!*

### **Optometry Opportunity Tazewell (Southwestern Virginia)**

Southwestern Virginia Community Health Services (SVCHS), a Federally Qualified Health Center (FQHC) and a Joint Commission accredited institution, seeks a mission minded and innovative Optometrist, to join their multi-specialty group in Tazewell, Virginia that is currently under construction. The Tazewell site, opening November 1st, will join a network of three existing sites in the following locations: Bristol, Meadowview, and Saltville. SVCHS consists of a group of non-profit Community Healthcare Centers, Migrant Health Network, Integrative Behavioral Healthcare Program, Substance Abuse Recovery Program, and Southwest Virginia Regional Dental Center, which work in unison, to improve access to healthcare services by providing comprehensive primary health care to residents in their area, regardless of ability to pay and insurance status.

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- Tazewell is just a 3-hour drive from Asheville, NC and Knoxville, TN. Just under a 4-hour drive of Charlotte, NC "the Queen City", and 1.5 hours from the Tri-City airport

For more information, please contact:

Kristen Belk  
Search Consultant  
Cejka Search  
314-236-4463  
[kbelk@cejkasearch.com](mailto:kbelk@cejkasearch.com)

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Our doctors have an amazing relationship within the medical community that allows us to have individualized one-on-one meetings with some of the leading co-management groups in the region.

The greater Reno-Sparks-Tahoe area is a great place to live and work. The area is famous for its night life and casinos as well as nearby Lake Tahoe for skiing, snowboarding and other year-round outdoor activities. Northern Nevada's economy is robust and has broadened to include healthcare, tech-based companies and entrepreneurial startups.

If you possess excellent communication skills, are skilled at disease management, refractive care, and are looking to practice full scope optometry with a progressive growing practice, please forward your CV to [llaehn@rev-360.com](mailto:llaehn@rev-360.com) or call 715-577-8092. Please visit our website for more information about our group and the area:

<http://www.pritchetteyecare.com/>

<http://edawn.org/why-nevada/>

**COHEN'S**  
Fashion Optical®

# FRANCHISE OPPORTUNITIES



**You're in Business  
for Yourself — Never by  
Yourself**

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Over 125 locations

90 years of brand heritage

Twelfth largest optical chain in the US

\$1,000,000+ average store sales volume

Financing available

Join one of the most successful  
franchise organizations

Employment opportunities available

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## Opportunities In:

- New York
- Massachusetts
- New Jersey
- Florida
- Connecticut
- Puerto Rico

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## 3 Franchise Options:

1. New Store Locations in prime retail settings
2. Existing Locations that are fully operational
3. Conversion of your existing location(s)

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## Contact:

Karen Miller, VP of Franchising:  
**516-465-6934 • karenm@cohens.bz**