



Getting a Job: Process Kit: Resume Generator

By Robert H. Zedlitz

Cengage Learning, Inc, United States, 2004. CD-ROM. Book Condition: New. 5th Revised edition. 320 x 254 mm. Language: English . Brand New. This up to date hands-on simulation shows how to identify and match personal skills with job interests. Users learn to prepare a resume and keep it updated, and research jobs and companies on the Internet and through other sources. Information on looking for job leads, responding to job ads, preparing for an interview, and evaluating/accepting job offers is also included. Getting a Job: Process Kit can be used as a stand alone product or bundled with other Career and/or Co-op texts. This new edition hands-on Process Kit envelope contains: an Instruction Booklet, Supplies Workbook, Employment Portfolio, Plastic Resume Cover, and a new Resume Generator. Instructors and users will love this resume generator. The CD contains sample resume and letter documents with correct content and formatting. After entering personal information, this easy-to-use software will generate a variety of personalized employment documents designed specifically to help a student find a rewarding job. An entire section of the instruction booklet is dedicated to using the resume generator CD. This is a tool that can be used long after the class is...



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