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Reviews

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(Ms. Bernice Rolfson)

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Adams Media Corp, Avon, MA., 2008. Soft Cover. Book Condition: New. Barry Littmann (Illustrator) (illustrator). 3rd Edition, 5th Printing. BRAND NEW COPY. First published 2000; this is the Revised & Updated 3rd Edition. Guide to format and presentation towards creating a winning resume with guidelines of putting the Internet to use in job searches. 12 chapters, augmented with more than 100 samples, in 2 parts. Part 1: Resume Writing: Chapter 1, Resume Writing & the Job Search; 2, Writing Your Resume; 3, 7 Steps to Resume-Writing Success; 4, Goals, Qualifications & Achievements; 5, Your Web Resume; 6, High-Speed Resumes; 7, Resumes, Cover Letters & You; 8, Resumes as Interview Preparation & Motivation Tools; 9, Resume Review & Critique; and 10, What They Say About Your Resume. Part 2: Sample Resumes: Chapter 11, Sample Designs; and 12, Sample Resumes, followed by 2 appendices.



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