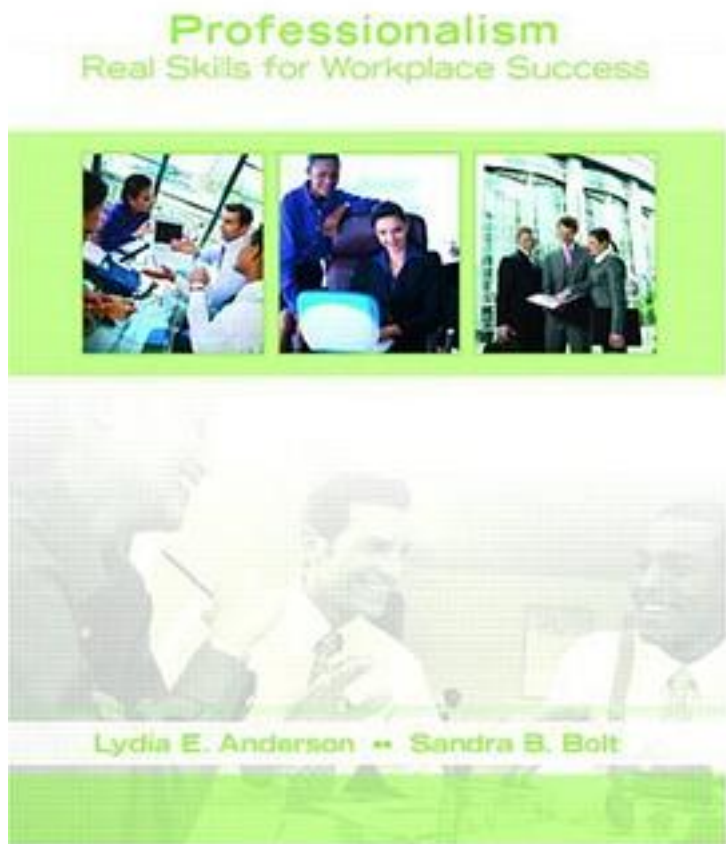


Professionalism



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著者:Lydia E. Anderson

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For courses in Career/Workforce Readiness, Human Relations, Professional and Career Development and Resume, Job Search and Interview Skills. Professionalism: Real Skills for the Real Workplace extends beyond a typical resume/job search text to seamlessly emphasize the relationship between resume development, job search skills, and

human relations. Developed with input from industry leaders, it addresses topics students need to know when transitioning from campus to the workplace and fills the NBEA Professional Development requirement. Organized in a module format, it includes unique coverage of financial planning; business etiquette and professional behavior; appropriate use of workplace technologies; written business communications; and individual performance and business strategy.

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