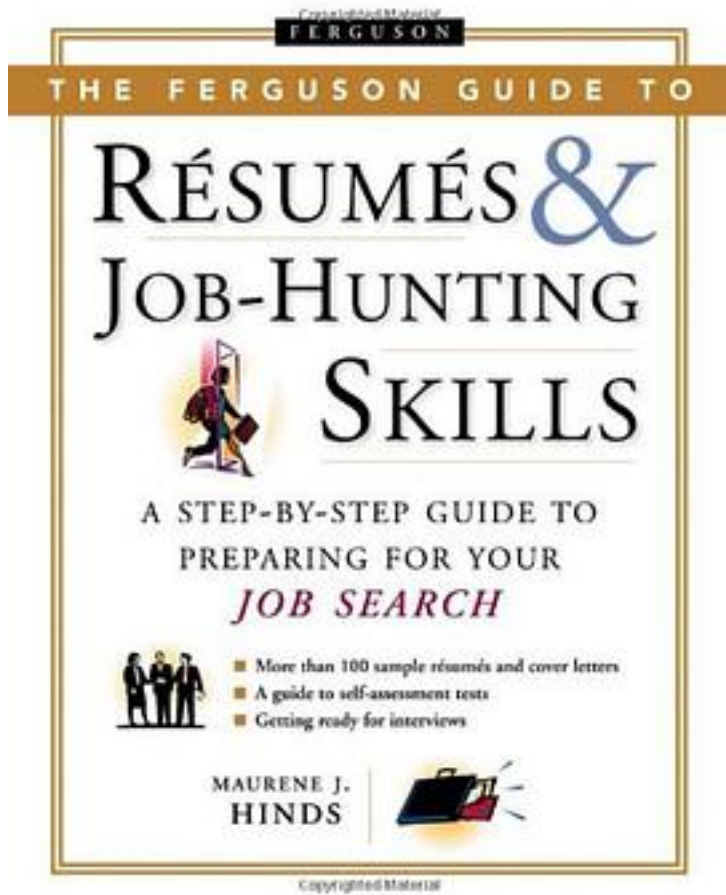


The Ferguson Guide to Resumes and Job-hunting Skills



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A proper resume and effective job-hunting skills can go a long way in getting a foot in the door. An invaluable handbook for those looking to improve their ability to find a

job, The Ferguson Guide to Resumes and Job-Hunting Skills covers all the essential elements of the job-hunting process--from finding a career track that matches one's needs and interests to organizing and writing a resume and cover letter to getting and conducting successful job interviews. More than 100 samples illustrate many different types of resumes and cover letters. Additional information explores the benefits of preparing a resume early, both as a tool for career exploration and as a way to help readers prepare for the professional world. Sections include looking for a job and career, writing a resume, writing a cover letter, and interviewing. The perfect guide for those looking to improve their resume or find the right job. The Ferguson Guide to Resumes and Job-Hunting Skills is packed with authoritative, up-to-date information.

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