

The Quick Resume & Cover Letter Book



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著者:Farr, Michael

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America's leading job search and career guidance expert presents his definitive guide to resumes, offering well-researched and proven techniques; a friendly, easy-to-follow design; and rock-solid advice to create outstanding resumes and, more importantly, use them effectively. The very easy-to-use first section of the book shows how to create a basic resume in about an hour and an improved resume in a about a half a day. The new edition includes more than 90 all-new sample resumes written by professional resume writers for all types of jobs and people, including a new chapter with electronic resume samples. The book also provides excellent career counseling sections to help people define their ideal job then go out and get it. This book can help anyone find a job - from high school graduates to high-level professionals.

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