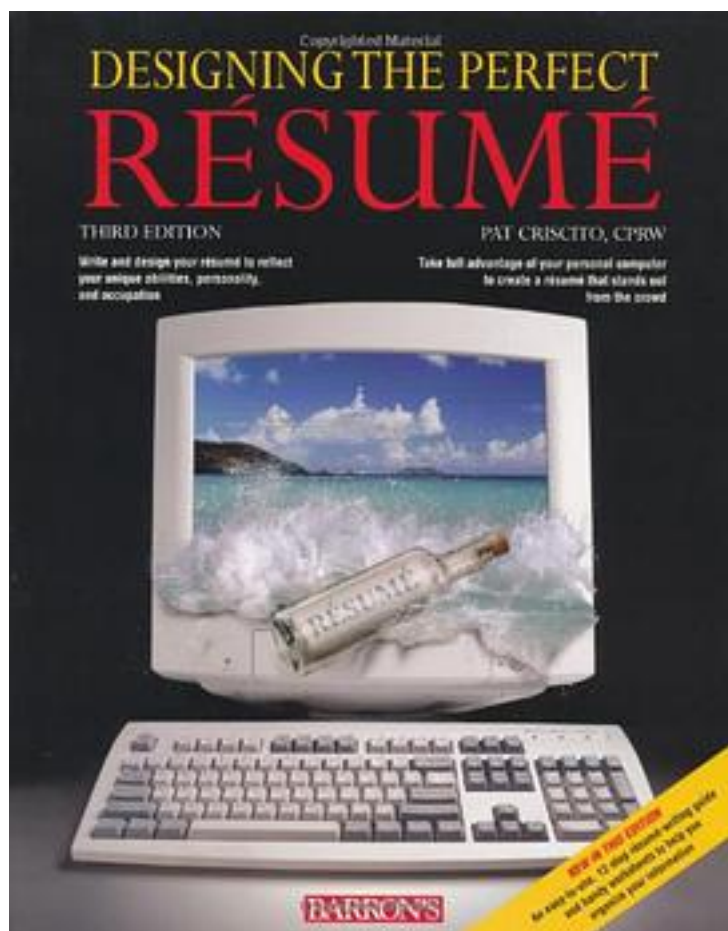# Designing the Perfect Resume

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出版者:Barrons Educational Series Inc

出版时间:2005-11

装帧:Pap

isbn:9780764128950

Job seekers will find step-by-step instructions for creating an effective rA(c)sumA(c) that presents their background and qualifications in the very best light. They will learn the difference between functional and reverse chronological rA(c)sumA(c)s, and get

advice on which style is best for their needs. They'll also find tips on making the most effective use of type fonts, graphic devices, and attractive layout when preparing a rA(c)sumA(c), as well as advice on creating electronic rA(c)sumA(c)s. Many different job categories are reflected in this book's 220 sample rA(c)sumA(c)s, which can be adapted and personalized for use by job seekers. New in this are more than 100 new rA(c)sumA(c) designs created by members of the National RA(c)sumA(c) Writers Association (NRWA).

作者介绍:

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