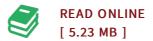




# The Guide to Basic Resume Writing

By Public Library Association, The Editors of VGM Career Books

McGraw-Hill Education - Europe, United States, 2003. Paperback. Book Condition: New. 2nd Revised edition. 272 x 208 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Stop putting it off! Let the experts show you the simple way to resume success. All of your educational, professional, and personal accomplishments will not help you get a job if you cannot condense that information into a concise, polished resume. And while you may think resume writing is not one of your strengths, it s the skill that will do the most to get you to the next step - the job interview. With so much riding on the resume, you need help from the experts. Just follow the simple steps in the PLA s revised Guide to Basic Resume Writing and in no time you ll produce a document that skillfully summarizes your qualifications and separates you from the rest of the pack. Whether you re changing careers, reentering the job market, or looking for your first job, this comprehensive guide will show you how to: present your educational and work experience in a way that highlights your specific job qualifications; use direct, active language to showcase your communication skills; prevent...



#### Reviews

Merely no words to spell out. It is amongst the most awesome publication i have read. Your life span will likely be transform as soon as you full reading this book.

#### -- Marvin Okuneva

Completely among the best publication I have got at any time go through. I have got go through and so i am confident that i will likely to read again once more down the road. It is extremely difficult to leave it before concluding, once you begin to read the book.

### -- Zachery Mertz

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Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 10th Revised edition. 254 x 201 mm. Language: English. Brand New Book. Note: This is the bound book only and does not include access to the Enhanced Pearson eText. To order...



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#### Skills for Preschool Teachers, Enhanced Pearson eText - Access Card

Pearson Education (US), United States, 2016. Online resource. Book Condition: New. 10th edition.  $279 \times 216$  mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson,...



#### Spectrum Reading for Theme and Details in Literature, Grade 4

Spectrum, United States, 2015. Paperback. Book Condition: New. 269 x 208 mm. Language: English . Brand New Book. Spectrum(R) Reading for Theme and Details in Literature teaches and reinforces the essential reading comprehension skills your fourth graders are learning in the classroom....