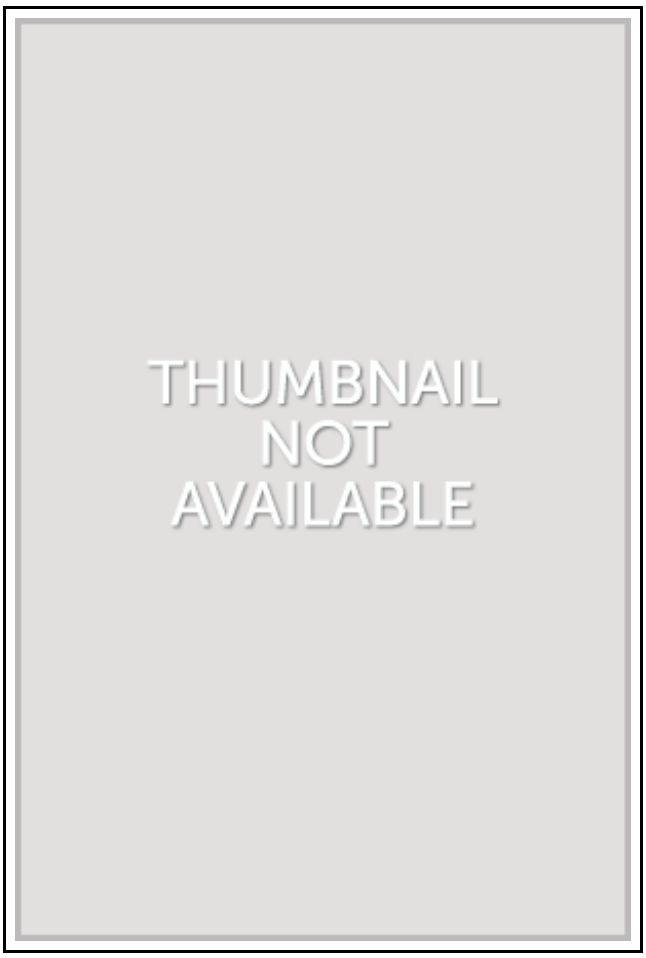
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Reviews

This publication is indeed gripping and intriguing. It is actually writter in basic terms and not difficult to understand. I am just pleased to explain how here is the greatest publication we have read through during my own lifestyle and could be he best pdf for at any time.

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Facts On File Inc. Paperback. Book Condition: new. BRAND NEW, The Ferguson Guide to Resumes and Job-hunting Skills: A Handbook for Recent Graduates and Those Entering the Workplace for the First Time, Maurene J. Hinds, 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. Each of the four major sections includes several chapters covering each aspect of the topic. Sections Include: Looking for a job and career: self-assessment, the basics of job searching, looking beyond the classifieds, and getting organized; Writing a resume: the purpose of a resume, a step-by-step guide to preparing a resume, and different types of resumes such as chronological, functional, and combined; Writing a cover letter: what cover letters do, common mistakes to be avoided, and different types of cover letters such as broadcast letters and personal letters; Interviewing: what to expect and what to accomplish, communication techniques, dressing right, fielding and asking questions, and following up. 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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