



Make Your Resume Talk (Paperback)

By Richard A. Hart

Trafford Publishing, Canada, 2006. Paperback. Book Condition: New. 269 x 203 mm. Language: English . Brand New Book ***** Print on Demand *****. This book contains all the guidelines needed to help you write an advertisement resume that will get you interviews and a job. It promotes writing results work statements rather than task and responsibility statements. Key features include how to write 1. your heading in relation to space available, 2. targeted objectives, 3. work statements that use key words and still describe how good you are, 4. skill sections that show your level of ability, and 5. activities that show your chemistry. Make Your Resume Talk is written in sections to help you build or re-write your resume and help you tailor your resume to specific jobs. Many before and after resumes with individual critiques on different occupations are included to show how to write statements that get attention of potential employers. Helpful tips are provided throughout the book to highlight critical information for writing a resume that will talk for you. Chapters are provided to cover all aspects of the resume plus special chapters on electronic resumes, help for high school/college students, and the physical attributes of resumes....



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WW Norton Co, United States, 2016. Hardback. Book Condition: New. 4th Revised edition. 244 x 165 mm. Language: English. Brand New Book. The Well-Trained Mind will instruct you, step by step, on how to give your child an academically rigorous, comprehensive...



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HarperCollins Publishers Inc, United States, 2016. Paperback. Book Condition: New. Reprint. 203 \times 135 mm. Language: English . Brand New Book. An international bestseller, Barbara Coloroso s groundbreaking and trusted guide on bullying-including cyberbullying-arms parents and teachers with real solutions for a...



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