



Resumes That Work: How to Sell Yourself on Paper

Loretta D. Foxman

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Updated for the 90s job market, this dynamic guide will help you get the job you want. With over 40ew and revised material, the unique workbook format gives you the latest time-tested strategies for developing attention-grabbing, professional resumes. Simple, straightforward instructions, combined with step-by-step exercises and examples, map out definite career plans and show you how to create a resume that presents you in the best possible light. Goals are defined; resume writing dos and don'ts are explained; and the effective use of employment resources are discussed.

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