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## The Ferguson Guide to Resumes and Job-hunting Skills: A Handbook for Recent Graduates and Those Entering the Workplace for the First Time

By Maurene J. Hinds

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...



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