

1. Record Nr.	UNINA9910164951703321
Autore	Mayer Dale
Titolo	Career Essentials : The
Pubbl/distr/stampa	La Vergne : , : Valley Publishing Ltd., , 2011 ©2011
ISBN	1-927461-18-9
Edizione	[1st ed.]
Descrizione fisica	1 online resource (78 pages)
Collana	Career Essentials ; ; v.1
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di contenuto	Intro -- Title Page -- Table of Contents -- About This Book -- Dedication -- Acknowledgments -- Introduction -- 1: What is a Résumé? -- How to use this book -- Why do you need a résumé? -- Top reasons to update your résumé -- A résumé follows basic rules -- The length of your résumé -- Avoid these top mistakes -- 2: The Résumé style -- Chronological format -- Sample chronological format -- Sample chronological résumé -- Functional format -- Functional résumé (short) -- Functional résumé (long) -- Functional résumé -- Combination / hybrid format -- Sample combination format -- Completed combination résumé -- Other résumé formats -- Targeted -- Creative -- And more -- Résumé vs CV -- Curriculum Vitae -- Sample curriculum vitae format -- 3: Building Blocks -- Contact information -- Career goal or objective -- Professional summary -- Action words -- Action word statements -- Employment history -- Dates -- Skills -- Education -- Publication & presentations -- Professional associations -- Volunteer / community involvement -- Personal information -- Minor building blocks -- Certifications -- Course work -- Work authorization -- Security clearance -- Endorsements -- References -- 4: Problem Areas -- Employment issues -- Recently laid off -- Inconsistent work history -- Job-hopping -- Having had only one job -- Criminal record -- Overqualified -- Underqualified -- Only local applications -- 5: Electronic Résumé -- Scannable -- Electronic - for job banks -- Electronic - in an email -- Portable document format (PDF) -- Electronic forms -- 6: Word Choices

-- Words to avoid -- Transferable skills -- Writing great copy -- 7: The
Final Check -- General -- Identification -- Career goal -- Summary --
Experience -- Education -- Other headings -- 8: Warning -- 9:
Conclusion -- Bibliography -- Author's Note -- About Career
Essentials: The Series.
About the Author -- Copyright.
