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Nota di contenuto	Intro -- Title Page -- Table of Contents -- About This Boxed Set -- Career Essentials -- Title Page -- 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) --

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This book has it all It's three books in one. the print copy is over 375 pages. This compilation includes the three Career Essential books - The Resume, The Cover Letter, The Interview. Learn everything you need to know right from creating a dynamite resume, a compelling cover letter to great interview techniques that will help you nail your interview. All three books are available separately and now they are available in one package. If you are job hunting, looking at changing your career, or even considering what options you have, this book will help you to gain clarity to make your move - regardless of what it is. There's no need to wait. Learn everything you need to know to get through the process and find the right job for you.

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