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Soggetti	Resumes (Employment) Cover letters Business consultants - Vocational guidance Job hunting Electronic books.
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Nota di contenuto	""Contents""; ""Resumes and Cover Letters at a Glance""; ""30 Seconds to Satisfy""; ""Looking Good on Paper""; ""The Bottom Line""; ""On Your Mark, Get Set, Prep!""; ""Determine What You Have to Offer""; ""Analyze Your Skills, Abilities, and Achievements""; ""Analytical and Problem-Solving Skills""; ""Ability to Produce Results""; ""Intellectual Achievement""; ""Leadership""; ""Teamwork""; ""Industry and Job Expertise""; ""The Recipe for Resume Success""; ""Building a Resume Master List""; ""The Essential Resume Ingredients""; ""Optional Resume Ingredients""; ""The Resume Menu at a Glance"" ""Getting Past the Spam Guard Dogs""""Using Online Application Systems""; ""Great Research: The Key to Tailoring Your Materials""; ""Doing Your Due Diligence""; ""Three Steps of Effective Research""; ""Where to Look for Information""; ""From Resume to Interview and Beyond""; ""Follow Up After Sending Your Application""; ""Prepare Your 30-Second Spiel""; ""Do You Need a Portfolio?""; ""Anticipate Your Interviewer's Questions""; ""Write Those Thank-You Letters!""; ""For Your Reference""; ""Recommended Resources""; ""Books""; ""Surveys""

