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Judgment Calls"; "Truth in Advertising"; "PERSUASIVE CASE-BUILDING"; "A Shift in Time Orientation from the Past to the Future"; "NOTE:"; "PART 4 The Eight-Step Formula "; "STRATEGIC RESUME PRODUCTION"; "THE EIGHT-STEP FORMULA"; "STEP 1: DEFINE YOUR OBJECTIVE"

"On Staying a€œOpena€?""The Distinction of Personal Focus"; "The Distinction of Personal Focus"; "An Inner-Directed Approach to Your Job Search"; "A Resume Objectivea€?Some Definitions"; "Achievable and Motivating"; "GUIDELINES FOR YOUR OBJECTIVE"; "STEP 2: ASSESS YOUR MARKETABILITY"; "Your Marketability"; "Some Myths About Marketability"; "Taking Back Control"; "Marketability Concerns as Strategic Challenges"; "Examples:"; "The Skill of Reframing"; "GAMEPLAN FOR SUCCESS"; "STEP 3: SELECT YOUR FORMAT"; "THE CHRONOLOGICAL FORMAT"; "THE FUNCTIONAL FORMAT" "THE COMBINATION FORMAT""STEP 4: BUILD YOUR BASE"; "STEP 5: DEVELOP YOUR DRAFT"; "EXAMPLES OF CAREER OBJECTIVE"; "SUMMARY OF YOUR QUALIFICATIONS"; "EXAMPLES OF SUMMARY OF QUALIFICATIONS"; "LISTING OF YOUR KEY SKILLS"; "EXAMPLES OF KEY SKILLS"; "PROFILE OF YOUR RELATED EXPERIENCE"; "The Strategic Handling of Your Experience"; "A. ISSUES REGARDING INCLUSION, EMPHASIS AND PERSPECTIVE"; "B. TREATMENT OF YOUR CORE REFERENCE INFORMATION"; "EXAMPLES OF CORE REFERENCE INFORMATION"; "C. TREATMENT OF YOUR DESCRIPTION"; "EXAMPLES OF ACCOMPLISHMENT-ORIENTED DESCRIPTION" "D. TREATMENT OF YOUR EXPERIENCE IN EACH RESUME FORMAT"
