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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"

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