

1. Record Nr.	UNISA996339140103316
Autore	Beatty Richard H. <1939->
Titolo	175 high-impact resumes [[electronic resource] /] / Richard H. Beatty
Pubbl/distr/stampa	New York, : J. Wiley, c2002
ISBN	1-280-31395-1 9786610313952 0-471-21999-1
Edizione	[3rd ed.]
Descrizione fisica	1 online resource (300 p.)
Disciplina	650.14 650.14/2
Soggetti	Resumes (Employment) Job hunting
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	175 High-Impact Resumes; Preface; Contents; 1 The High-Impact Resume; 2 Sample Resumes-For Experienced Job Seekers; General Management; Administration; Administrative Support; Facilities Management; Finance; Planning; Accounting; Credit; Human Resources; Public Relations; Information Technology; Law; Logistics; Procurement; Operations/Manufacturing; Operations/Services; Quality; Packaging; Engineering; Technical Services; Research & Development; Marketing; Sales; Customer Service; Program Management; Real Estate; Financial Services; Retail; Consulting; Education 3 Sample Resumes-For Recent College GraduatesAccounting; Logistics; Economics; Finance; Business Management; Information Technology; Marketing; Operations; Quantitative Business Analysis; Real Estate; Engineering; Human Resources; Public Relations; 4 Resume "Do's and Don'ts"
Sommario/riassunto	The ingenious guide to making your resume stand out from the crowd . . . 175 High-Impact Resumes, Third Edition provides the tools, tips, and examples you need to build a professional resume that packs a punch. It guides you step by step through the process of constructing your resume and highlighting key components while giving you a clear understanding of the design, content, and overall performance of each

part. You'll learn how and when to use a variety of resume formats, including chronological, functional, linear, and others. With 175 hand-picked, successful resu
