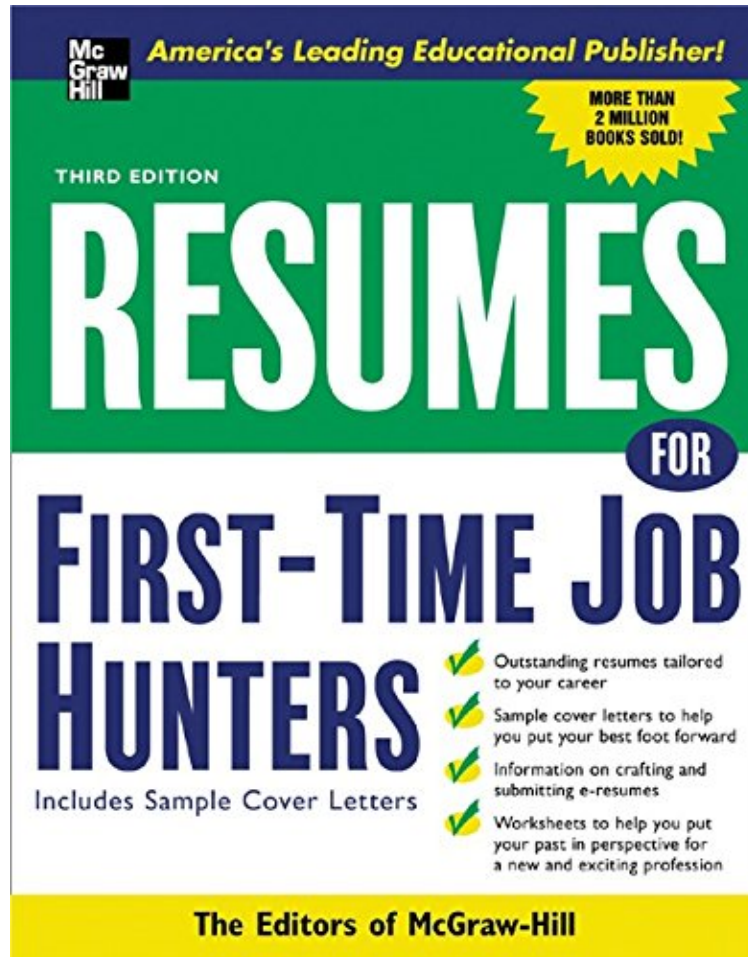


[FREE] Resumes for First-Time Job Hunters, Third edition (VGM Professional Resumes Series)

## Resumes for First-Time Job Hunters, Third edition (VGM Professional Resumes Series)

*Editors of McGraw-Hill*  
*ebooks | Download PDF | \*ePub | DOC | audiobook*



DOWNLOAD



READ ONLINE

#3609488 in eBooks 2005-04-21 2005-04-21 File Name: B00UYDFB8E | File size: 64.Mb

**Editors of McGraw-Hill : Resumes for First-Time Job Hunters, Third edition (VGM Professional Resumes Series)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Resumes for First-Time Job Hunters, Third edition (VGM Professional Resumes Series):

Create a strong, impressive resume that will lead you to the right job! To stand out among the hundreds of job seekers applying for any position, you have to have a resume that hits the target every time. Resumes for First-Time Job Hunters offers: Nearly 100 sample resumes and 20 cover letters A variety of eye-catching resume formats Tips on highlighting your strengths and using active vocabulary Work sheets for gathering personal information And much more

From the Back Cover Resumes for First-Time Job Hunters, 3rd Ed. Hunting for a job can be daunting, nerve-racking,

and disappointing--especially if it's your first time. Competition for high-paying jobs today is fierce. Give yourself an edge by consulting *Resumes for First-Time Job Hunters, Third Edition*, packed with expert advice on crafting a concise, stylish resume that will instantly draw notice. This go-to guide has a sample resume to suit every need and includes: Nearly 100 sample resumes and numerous sample cover letters Worksheets that help you gather information and draft your resume Descriptions of common elements in the most popular resume formats Tips for crafting your resume using active vocabulary Advice on layout and submitting resumes electronically In today's job market, an effective, eye-catching resume is essential for success. With the help of *Resumes for First-Time Job Hunters*, you'll make a strong first impression and take a confident step toward landing the job of your dreams. About the Author McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide