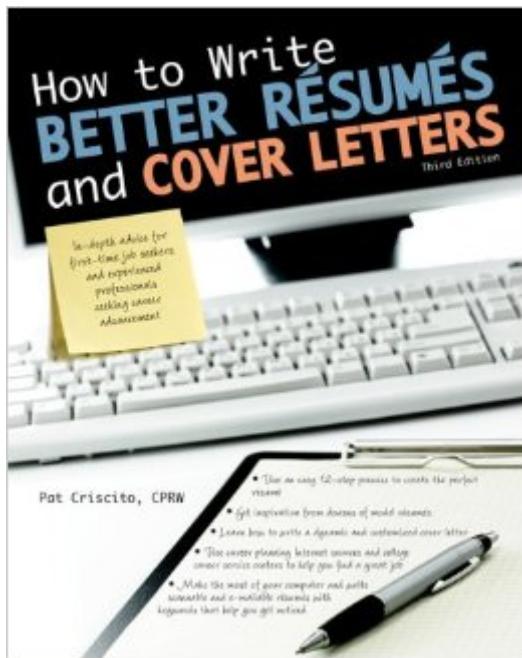


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# How To Write Better Résumés And Cover Letters (How To Write Better Resumes And Cover Letters)



## Synopsis

Written by an expert career advisor, this book shows job seekers how to summarize and advertise their skills clearly and effectively for rÃƒÂ©sumÃƒÂ© presentation. But just as important, it also advises on how to get the most out of word processing software by using an appropriate typeface and a logical layout to produce an elegant and truly effective rÃƒÂ©sumÃƒÂ©. In today's job market, the rÃƒÂ©sumÃƒÂ© must also be Internet-friendly and adaptable for e-mail. Author Pat Criscito enlightens her readers with a virtually fail-safe 12-step process for producing that perfect rÃƒÂ©sumÃƒÂ© adaptable to all formats needed for a comprehensive job search. She also offers detailed advice on creating an attention-catching cover letter. Both beginners seeking their first job and professionals looking to advance their careers will find the help they're looking for in this newly updated edition.

## Book Information

Series: How to Write Better Resumes and Cover Letters

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## Customer Reviews

This is a fabulous book, full of valuable information. I highly recommend it for job hunters.

Good! The book will provide you great ideas in your rÃ©sumÃ© process writing.

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