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*Lola M. Brown*

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*Resume Writing Made Easy: A Practical Guide* provides time-tested techniques for creating powerful resumes and cover letters that get noticed. Readers will learn to combine traditional job-hunting methods with the latest Internet resources to create an effective job-search campaign. Using clear, simple worksheets and a variety of sample resumes, it walks students through successive steps of writing winning resumes for a variety of career situations. This new edition contains more writing suggestions, new sample resumes, lists of effective word choices, creative cover letter ideas, tips for maximizing the Internet, and samples that address over 100 professions.

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