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No-Nonsense Resumes Arnold G. Boldt, Wendy Enelow, 2025-09-12 For the first time ever here is a resume book that clears away the clutter and gets down to the brass tacks of what it takes to write and design a resume that will get you interviews and job offers Authors and professional resume writers Wendy Enelow and Arnold Boldt share their insights knowledge and more than 35 years of combined experience to help you prepare a resume that will get you noticed not passed over No Nonsense Resumes begins with a thorough but easy to understand explanation of the key elements that are vital to creating an attention grabbing resume including how to Strategically position your resume Showcase your skills and achievements Format and design a professional looking resume Select and integrate key words Prepare and distribute your electronic resume Subsequent chapters offer specific tips on creating winning resumes for job opportunities in virtually every profession Administration Accounting Banking Government Health Care Hospitality Management Human Resources Law Enforcement Manufacturing Sales Marketing Skilled Trades and Technology Science Engineering Included in each chapter are sample resumes contributed by leading resume writers and career consultants worldwide

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benefits package With practical advice on networking creating a polished resume setting goals and handling stressful interview questions The Everything Get a Job Book 2nd Edition will help you stand out from the crowd and land the perfect job

Winning Resume for Asian Job-Seekers Kathleen Pokrud,2010-07-11 The First professional resume writing book The First professional resume writing book specially designed for Asian job seekers in the global marketplace Over 20 Senior HR professionals from leading Asian leading companies sharing what criteria they use in screening resumes

Broadcast Announcing Worktext Alan Stephenson,David Reese,Mary Beadle,2013-02-11 The Broadcast Announcing Worktext provides you with the skills techniques and procedures necessary to enter this highly competitive field of broadcast performance In addition to the principles of good performance this book addresses the importance of audience and how to communicate effectively to various groups Television and radio studio environments announcer specializations and responsibilities and developing a broadcast delivery style are just a few of the many topics covered Factual information is presented in brief easy to digest modules and is enhanced with self study questions and projects The self study provides an immediate check on what you learn and the projects allow for a practical hands on application of key concepts in the material The worktext format with many real life examples combines both traditional teaching and practical experience A companion CD illustrates techniques and concepts in each chapter with audio and visual examples This third edition will give you knowledge of other non traditional forms of announcing such as online radio announcing podcast announcing and other forms of online announcing such as online shows clips and news

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Electronic Resumes & Online Networking Rebecca Smith,1999 Smith shows how to use the Internet to conduct a better job search in this complete up to date resource guide that reveals where the jobs are how to make resumes available around the clock and how to inform the right people about one s job skills

Broadcast Announcing Worktext Alan R. Stephenson,David E.

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Get the Job or Career You Want Digital Book Set Ford R. Myers, Scott Gerber, Gayle Laakmann McDowell, Jay Conrad Levinson, David E. Perry, John B. Molidor, Barbara Parus, 2014-03-07

No-nonsense Cover Letters Wendy S. Enelow, Arnold G. Boldt, 2007-01-01 In today's competitive job market, if your cover letter doesn't grab the interviewer's attention, he or she may never even glance at your resume. No Nonsense Cover Letters gives you the powerful, practical tools to write attention-grabbing cover letters that complement your resume and get you more interviews and job offers. The book begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating attention-grabbing letters, including why writing a cover letter is about selling yourself; how to craft targeted cover letters; when to use bullets or paragraphs; and creating E letters for today's E-search environment. Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every profession.

Mastering the Job Search Process in Recreation and Leisure Services Craig Ross, Brent Beggs, Sarah Young, 2011-04-18 Mastering the Job Search Process in Recreation and Leisure Services, Second Edition, is a practical guide full of tools and advice for recreation and leisure service professionals. This book simplifies the process of securing a job in recreation and leisure service by explaining every step from both an employer's and applicant's point of view. Based on years of experience in the hiring process, this book reflects research conducted with over one thousand recreation and leisure services practitioners involved in the job search process. The book includes their advice as well as secrets to success.

Encyclopedia of Job Winning Resumes, Third Edition Myra Fournier, Jeff Spin, 2006-07-15 Encyclopedia of Job Winning Resumes, Third Edition, is the most helpful and comprehensive resume book you can buy. It includes more than 400 success-proven resume examples that teach you how to personalize your resume according to your own unique career situation. The 17 chapters contain resumes that cover all major industries, span every job level from entry level to CEO, and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation. The first chapter, The Essentials of Writing Your Resume, is as informative as it is brief. It includes expert advice about what information to include in your resume, what to omit, what to emphasize, and what to tone down. For a quick start, it's specifically designed to keep reading to a minimum so you can start

sending out your resume as soon as possible The second chapter devoted to creating hard hitting cover letters includes 40 examples that cover a wide variety of typical career situations And for those not so typical career situations the next chapter includes 30 resumes that cover difficult circumstances such as frequent job changes gaps in employment layoff lack of experience weak education and many more For students there s also a chapter containing 40 resumes to help new graduates enter the work force more quickly and easily There are helpful hints located beneath each resume showing you the right way to quickly create a job winning resume that will get attention and win you an interview The last chapter includes a Recommended Reading list and a Recommended Web Site list Whatever your age industry career level of experience or education you ll find the resume template you need In 1980 Myra Fournier and Jeff Spin founded A Lasting Impression a highly successful resume writing and career development firm located in the Greater Boston area In 1990 they jointly developed ResumExpert a top rated and best selling resume writing software for the Macintosh computer [This Business of Broadcasting](#) Leonard Mogel,2004 This guide provides industry background and career advice in a three part arrangement The first on television covers organizational structures within the networks and stations programming syndication new technology and the structures of cable television The second part on radio focuses programming formats advertising formats advertising **The Real Secret to Finding a Job? Make Me Money or Save Me Money! ,**

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