



One Hundred and One Resumes for Sure-Hire Results

Robbie Miller Kaplan

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With examples for creating the right impression for 85 occupations, this book is filled with ideas to highlight strengths, downplay weaknesses and present qualifications dramatically and effectively. The book covers both chronological and functional resumes and demonstrates how readers can: finesse a career transition or frequent job changes; handle minimal or lack of college education; choose a format that will present them in the best light; use graphics to enhance their resumes visual appeal.

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