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polish up that old resume and land your dream job we've all been there it's time to apply for a job or internship and you have to create or revise your resume many questions pop in your head what do employers want what skills should i highlight how do i format this how do i get noticed but resume writing doesn't have to be a daunting task the latest edition of resumes for dummies answers all of these questions and more whether you're a resume rookie looking for new tips or want to create that eye-catching winning resume in this trusted guide laura decarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that'll make your skills shine and your resume pop let's start writing write effective resumes that will stand out in a crowd understand applicant tracking systems and how to adapt your resume keep your resume up with the current culture position a layoff or other career change and challenge with a positive spin leverage tips and tricks that give your resume visual power in order to put your best foot forward and stand out in a pile of papers it's important to have an excellent and effective resume and now you can

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bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the knowledge skills and abilities ksas which are often required for government positions this book will show auto industry professionals how to maximize their career potential get federal positions and change fields if they want to the 26th title in prep s real resumes series

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