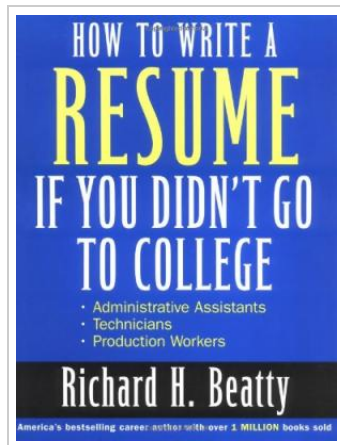




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How to Write a Resume If You Didn't Go to College

By Richard H. Beatty

John Wiley and Sons Ltd, United States, 2003. Paperback. Book Condition: New. 279 x 218 mm. Language: English . Brand New Book. Now you don't have to be a college graduate to get a great job! Fierce competition for jobs makes a quality resume more important than ever if you want to set yourself apart from the pack. But what if you didn't go to college? In this timely book, bestselling career author and consultant Richard Beatty offers specialized real-world advice and real-life sample resumes for non-graduates who understand the power of a great resume. Beatty shows hourly paid earners how to structure a high-impact resume for any job opportunity, covering key components of effective resumes and helping non-graduates market their skills just like graduates do. He offers fundamental resume dos and don'ts, a step-by-step process for gathering the information you need and writing the resume, and sample resumes and cover letters from applicants for a wide variety of positions, including: construction worker, administrative assistant, mechanic, electrician, clerk, laboratory technician, legal assistant, painter, human resources assistant, research technician, systems administrator, paralegal executive, assistant computer technician, registered nurse, nursing assistant, office manager, production supervisor, production worker, metal worker,...



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