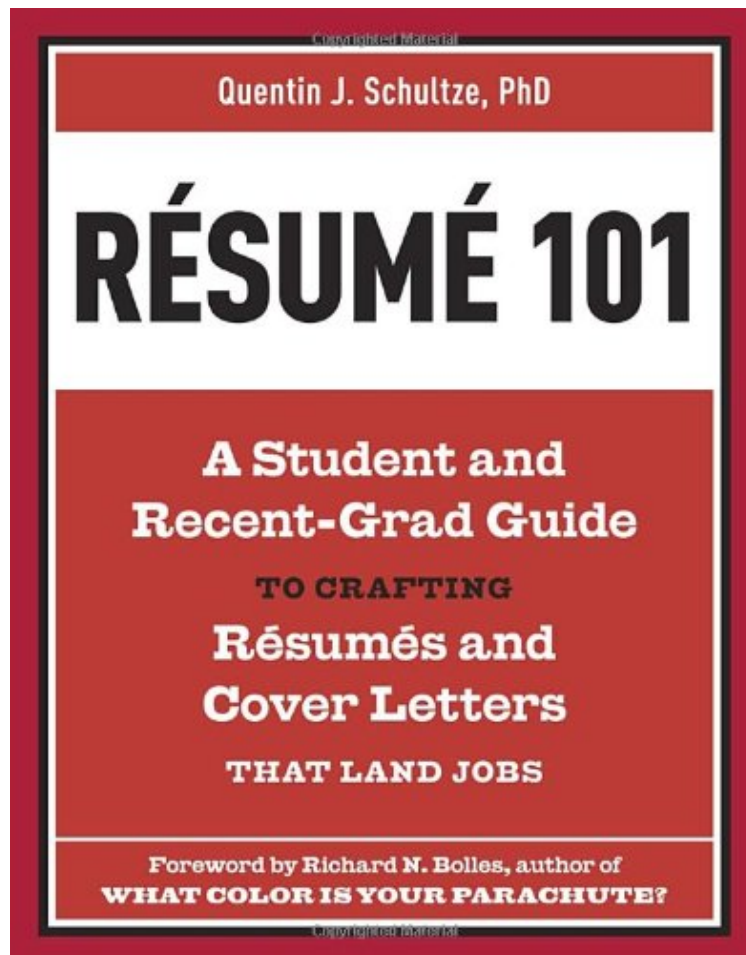


[Download pdf] Resume 101: A Student and Recent-Grad Guide to Crafting Resumes and Cover Letters that Land Jobs

Resume 101: A Student and Recent-Grad Guide to Crafting Resumes and Cover Letters that Land Jobs

Quentin J. Schultze

*DOC | *audiobook | ebooks | Download PDF | ePub*



DOWNLOAD



READ ONLINE

#131213 in Books 2012-03-06 2012-03-06 Original language: English PDF # 1 10.82 x .32 x 8.50l, .68 #File Name: 1607741946144 pages | File size: 19.Mb

Quentin J. Schultze : Resume 101: A Student and Recent-Grad Guide to Crafting Resumes and Cover Letters that Land Jobs before purchasing it in order to gage whether or not it would be worth my time, and all praised Resume 101: A Student and Recent-Grad Guide to Crafting Resumes and Cover Letters that Land Jobs:

0 of 0 people found the following review helpful. Buy it for every college student in your lifeBy JTCSeveral years ago, I read every resume book on the market. This is the one I chose for my college students. It does an excellent job of mentoring first time job seekers in how to translate their college classroom skills to that first job seeking resume.0 of 0 people found the following review helpful. I am not a recent grad, but I still ...By McKenzieI am not a recent grad, but I still found this book to be extremely helpful. You learn a lot about your unique skill set while reading.0 of 0 people found the following review helpful. Great Read!By Hanna DeBruhlReally great information! As a career

coach, I will definitely use bits and pieces of this book with my students.

Minimal job experience? No problem! You've just graduated and are ready to land your first real job after college or high school. But how do you write the first resume and cover letter of your career if you don't have any previous jobs to list? How do you stand out above the other applicants--including people with more experience who are out of work--with your summer job at the diner, internship at the local paper, or spot on the Ultimate Frisbee team? Dr. Q to the rescue! For two decades, communication professor Quentin Schultze has been teaching resume-writing to college students and recent graduates, helping them identify their strengths and transferable skills from their unique life experiences--from extracurriculars to part-time jobs to internships to volunteering. With *Resume 101*, you'll discover the secrets to composing strong, impressive resumes and cover letters, such as: What to include when you lack professional experience How to get great references and recommendations Why to use a summary rather than objective statement When to include hobbies, travel, and technology skills What to do if your GPA isn't sky-high Which designs and basic formats work the best Where to find the perfect verbs and adjectives for a specific job With Dr. Q's help, you'll soon have a resume and cover letter that will show hiring managers who you really are, why you're perfect for your dream job, and why they should choose you.