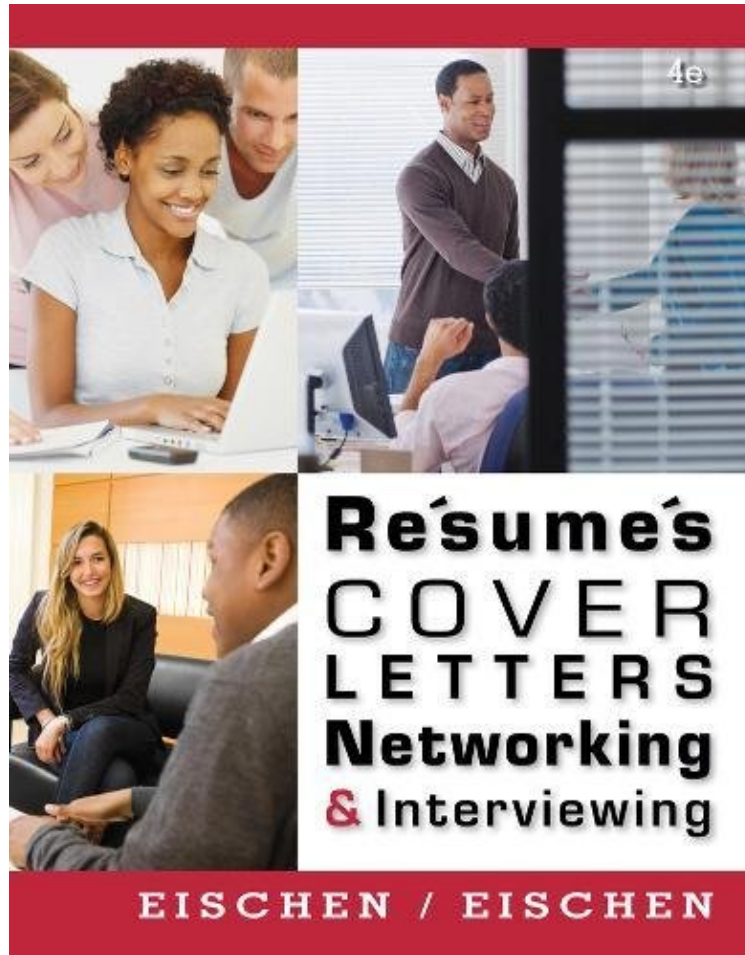


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# Resumes, Cover Letters, Networking, and Interviewing

Clifford W. Eischen, Lynn A. Eischen  
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About the Author Clifford W. Eischen is Professor Emeritus of Business Administration at Fresno City College, where he served as department chair for seven years. Professor Eischen earned his master's degree in business from California State University at Fresno. He is a Nationally Certified Resume Writer, NCRW, one of 31 certified in the United States by the National Association of Resume Writers, whose organization consists of 368 members. Professor Eischen has an extensive background in leadership positions in career development, higher education, financial and small business management, and dispute resolution in central California. He has been a consultant and seminar director in resume and career development, cultural awareness, public and human relations, business law, and supervision and principles of management. Professor Eischen is the co-owner of Eischen's Professional Resume Service, located in Fresno, CA, since 1972. Professor Eischen has received the prestigious Hayward Award of Excellence in Education (1994) nomination and the National Institute for Staff Organizational Development Award (1993). In addition, he has achieved leadership roles in the California Business Education Association, Western Business Law Association, Faculty Association, Educational Employees Credit Union (formerly Chairman), and Certified Negotiating Council.

Lynn A. Eischen is a Certified Professional Resume Writer (CPRW) and is affiliated with the National Association of Resume Writers. She has an associate degree in marketing from Fresno City College, with career experience as an account executive/territory manager serving business and retail markets throughout California. Lynn Eischen is the co-owner of Eischen's Professional Resume Service, located in Fresno, California. She has developed, written, and edited career-focused materials for a broad spectrum of executive, mid-management, and young professionals. In addition, Lynn Eischen has conducted workshops and coached clients in interviewing skills and career strategies in both the United States and Europe.