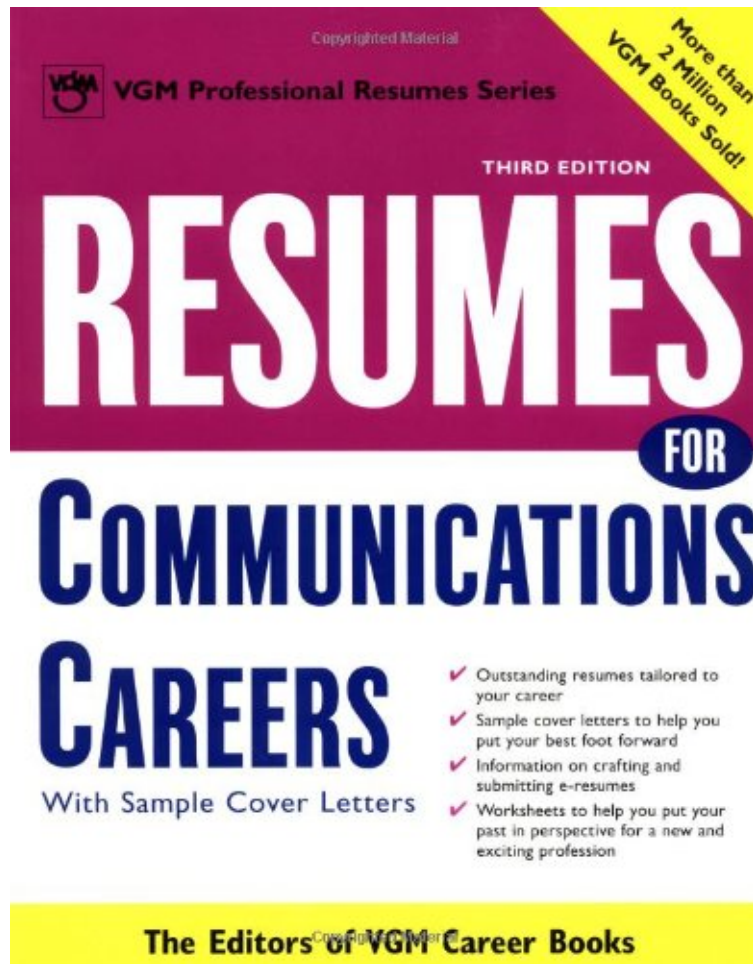


Resumes for Communications Careers

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From the Back Cover Communications is a wide-ranging field covering everything from public relations to broadcast journalism to technical writing. Despite the diversity of options, competition for these highly coveted positions is

fierce. Give yourself an edge by consulting *Resumes for Communications Careers*, packed with expert advice on crafting a concise, stylish resume that will draw notice. Whether you are just starting out or at mid-career, radio programmer or magazine publisher, this go-to guide has a sample resume to suit every need and includes: Nearly 100 sample resumes Numerous sample cover letters Worksheets that help you gather information and draft your resume Descriptions of common elements in the most popular resume formats Tips for crafting your resume using active vocabulary Advice on layout and submitting resumes electronically In today's job market, an effective, eye-catching resume is essential for success. With the help of *Resumes for Communications Careers*, you'll make a strong first impression and take a confident step toward landing the job of your dreams. About the Author McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide