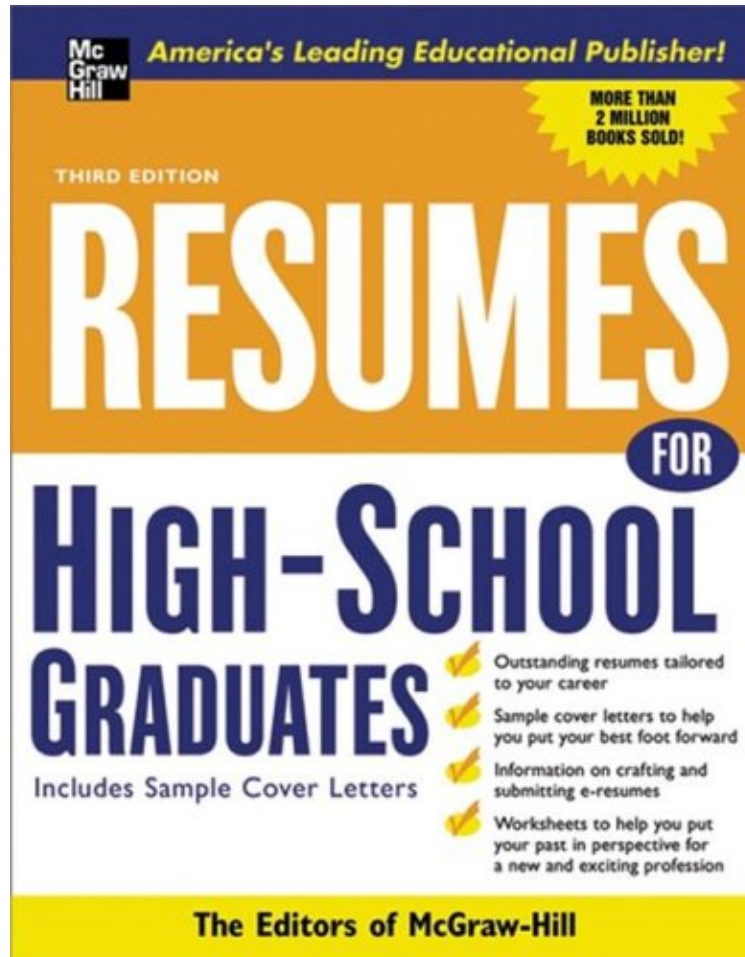


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## Resumes for High School Graduates, 3e (McGraw-Hill Professional Resumes)

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Resumes for High School Graduates helps you create a tailor-made resume that will help you land your perfect job. It takes you step-by-step through the process, helping to assess your talents and organize them into a standout resume, whether you just graduated from high school, are changing careers, or are re-entering the job market after years at one company.

From the Back Cover Start your job search armed with a perfectly crafted resume! Hunting for a job can be daunting, nerve-racking, and disappointing--especially if you're right out of high school with little job experience under your belt. Give yourself an edge by consulting *Resumes for High School Graduates*, packed with expert advice on crafting a concise, stylish resume that will instantly draw notice. This go-to guide has a sample resume to suit every need and includes: Nearly 100 sample resumes and 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 High School Graduates*, 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