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Resumes are crucial to getting a foot in the door, not to mention actually being hired. This useful guide delivers the most current information, from advice on analyzing personal strengths and selling oneself most effectively, to choosing and using the best format to showcase experience - traditional, printed, digital, or scannable. Additional sections on email etiquette and the Web, and insider info on how to turn employers' use of online resources to one's own advantage make it easy to create a winning resume.