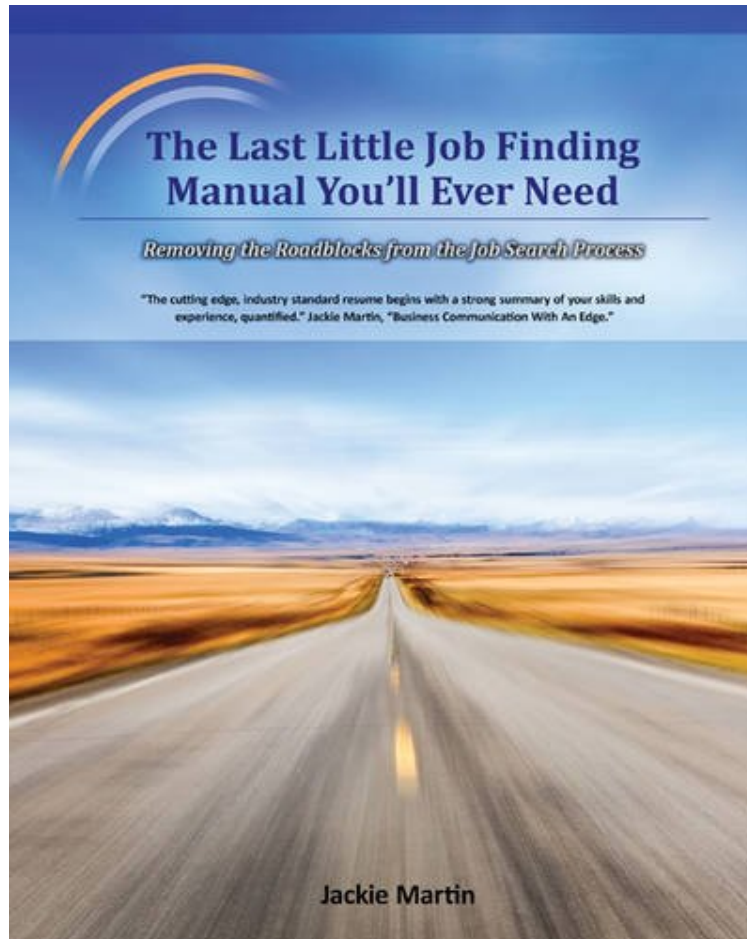


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The Last Little Job Finding Manual You'll Ever Need: Removing the Roadblocks from the Job Search Process

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The Last Little Job Finding Manual You'll Ever Need is just that! Too many job seekers with excellent skills do not know how industry expects them to prepare their job portfolio. The bar is high. Employers expect a very high quality resume, cover letter, and electronic or e-portfolio, and most job seekers do not know how to begin! They reach the

resume writer's roadblock quickly and spend months and years not receiving interviews when sending out numerous applications. In the meantime, their lives suffer greatly because of being un- or under-employed. However, this text, and this author and job coach, turn lives around immediately, upon heeding the advice and techniques in this unique text and guide. The resume, cover letter, and portfolio are persuasive writing pieces, electronically composed and electronically sent. Resume and cover letters are technical writing exercises, with a persuasive tone. In addition, interviewing skills and techniques are just as essential as the resume, cover letter, and portfolio. Finally, the most difficult aspect of writing an industry standard resume is knowing how to reduce, synthesize and refine the job seeker's employment and education history into often a one page resume. In this text, these daunting but critical tasks are delineated by a veteran professor, author and professional resume writer and job coach in an easy to read, and easy to follow manual on Job Search. Check out Jackie Martin's Business Communication with an Edge