



Resume Writing for Results: A Workbook (Speech & Theater)

Pat Brett

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This practical resource is intended as a supplement text for introductory courses in business and professional communications, and appropriate for a course that emphasizes curriculum vitae writing skills. The book offers guidance that students need in order to write effective curriculum vitae, job cover letters and follow-up letters to prospective employers. More than 40 samples are included which have been selected from more than 1,000 students' curriculum vitae and letters. Readers learn to turn their job-search objective skills and experiences into writing that stresses benefits to the employer.

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