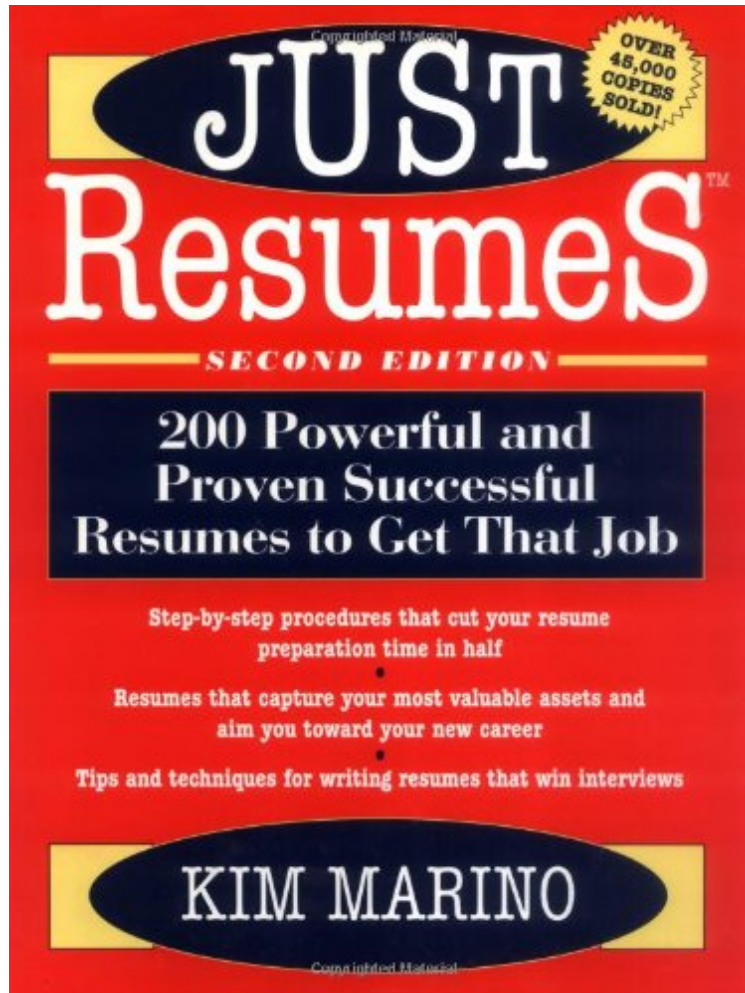


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Just Resumes: 200 Powerful and Proven Successful Resumes to Get That Job

Kim Marino

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From the Publisher This book includes everything you need to write your own professional resume. It contains 200 of the best resumes taken from the files of Just Resumes--resumes that helped clients get that interview and ultimately get that job. The second edition includes a new chapter on how to write an effective electronic resume including how to search the Internet. From the Back Cover Resumes That Get Results! Thirty seconds. That's all it takes for your resume to be forwarded or rejected. With such a short time to make a strong impression, you don't want to take any chances with this all-important marketing tool. The proven techniques in Just resumes will help you get your resume past the screening process and on to the interview you want! It will focus the interviewer's attention on your strengths, and give you full credit for all your achievements. Most importantly, it will help you see yourself in a more focused and positive manner. Written by Kim Marino, an outplacement specialist and founder of Just Resumes, a successful resume writing service, this concise and comprehensive guide is packed with everything you need to write an effective professional resume. Here's what you'll find: 200 resume samples from real clients who got real jobs! Up-to-date information on resumes and the Internet--elements of electronic resumes, job postings on the Internet, and surfing job sites Resume do's and don'ts--important facts to keep in mind Tips on resume appearance--choosing the right typeface, paper, and length Chronological, functional, or combination resumes and advice on when to use what Pointers for college students, recent graduates, people in the arts, those returning to the workforce, and professionals making a lateral change or moving up About the Author KIM MARINO is Director of Career Services for Career Track International (CTI) at corporate headquarters in Atlanta, Georgia. She is the founder of Just Resumes® (TM), a resume writing service, and the author of Best Resumes for Accountants and Financial Professionals, Resumes for the Health Care Professional, and Best Resumes for Educational Professionals, all published by Wiley.