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Microsoft Office 2013: Advanced Microsoft Word 2013: Complete *Enhanced*
Microsoft Word 2013: Comprehensive **Computer Fundamentals and Information**
Technology Resumes For Dummies **Happy about My Resume** **The Shelly**
Cashman Series Microsoft 365 & Office 2021 Intermediate **The Shelly Cashman**
Series Microsoft Office 365 & Word 2021 Comprehensive IT Tools and
Applications *Resources in Education* **The Pilot's Guide To Low Time Flying Jobs:**
Bridging The Gap Between 250 And 1,500 Hours **Killer Investment Banking**
Resumes! Data Mining No-nonsense Cover Letters **Fundamentals of Information**
Technology Including MS Office Straight to the Point : MS Office 2000 Learning
Computer Fundamentals, Ms Office and Internet & Web Tech. **U.S. DOL**
Employment Workshop: Transition from Military to Civilian Workforce
(Participant Guide) - January 2017 Edition *Guide to Internet Job Searching, 2002-*
2003 **INTERVIEW FAQ's** *The Shelly Cashman Series Microsoft Office 365 &*
Outlook 2021 Comprehensive **4 Pillars: Creating a Life on YOUR Terms** *The Job Tree:*
Winning Your Next Job **Research in Education** **ERIC Clearinghouse Publications**
Introduction to Applied XML Technologies in Business *The Complete Idiot's Guide*
to the Perfect Resume *You're Hired! Resume Tactics* *Job Search Strategies That Work*
Research in Education **Interior Design Visual Presentation** **Résumé Magic** **Get That**
Job: CVs and Resumes **Resume Help for Success** **Knock 'em Dead Resumes** *Make*
Your Resume Talk **Knock 'em Dead Resume Templates** **Writing Resumes and**
Cover Letters For Dummies - Australia / NZ

Writing Resumes and Cover Letters For Dummies - Australia / NZ Jun 25 2019
Practical tricks for standing out from the crowd and getting the job you want in the
Australian and New Zealand market Applying for jobs in today's tight job market can
seem like an overwhelming process. Competition is fierce and employers expect more
than ever before from job applicants. With unemployment and redundancies rising, it's
simply not a good time to be looking. So how do make yourself stand out? Writing
Resumes and Cover Letters For Dummies, Second Australian & New Zealand Edition
shows you how to catch a recruiter's attention. Presenting a wealth of sample resumes
and cover letters, this handy, easy-to-use guide shows you how to write a killer cover
letter, format your resume for online use, use social networking to your advantage, and

tailor your resume and cover letters for specific positions and companies. Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is, a great resume and cover letter combination will help you get the attention you deserve. *Writing Resumes and Cover Letters For Dummies* gives you all the tools and tips you need to get noticed—and get your dream job!

Enhanced Microsoft Word 2013: Comprehensive May 29 2022 Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners.

ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. **ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE** helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

No-nonsense Resumes Sep 01 2022 A no-nonsense guide to creating an effective resume covers such topics as preparing a professional resume presentation, using attention-grabbing keywords and using electronic resume-submission tools.

Straight to the Point : MS Office 2000 Apr 15 2021

Data Mining Jul 19 2021 "An overview of the multidisciplinary field of data mining, this book focuses specifically on new methodologies and case studies. Included are case studies written by 44 leading scientists and talented young scholars from seven different countries. Topics covered include data mining based on rough sets, the impact of missing data, and mining free text for structure. In addition, the four basic mining operations supported by numerous mining techniques are addressed: predictive model creation supported by supervised induction techniques; link analysis supported by association discovery and sequence discovery techniques; DB segmentation supported by clustering techniques; and deviation detection supported by statistical techniques."

Fundamentals of Information Technology Including MS Office May 17 2021

The Shelly Cashman Series Microsoft Office 365 & Word 2021 Comprehensive

Dec 24 2021 Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & WORD 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are

mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Job Tree: Winning Your Next Job Sep 08 2020 Winning a new job can be a challenge. Jobs are changing worldwide. Technological change, globalization and economic disruptions like recessions all have an impact. Workforces are becoming increasingly mobile with frequent job changes. This book will help you develop the skills and documents for successful job hunting. It provides expert advice, resources and support. It also helps you develop your resumé, social media bio and interview skills. The book contains step by step guidance and tips on how to handle the complex field of job searching. The Job Tree will help you win your next job.

No-nonsense Cover Letters Jun 17 2021 In today's competitive job market, if your cover letter doesn't grab the interviewer's attention, he or she may never even glance at your resume. No-Nonsense Cover Letters gives you the powerful practical tools to write "attention grabbing" cover letters that complement your resume and get you more interviews and job offers. The book begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating "attention grabbing" letters including: why writing a cover letter is about selling yourself; how to craft targeted cover letters; when to use bullets or paragraphs; and creating E-letters for today's E-search environment. Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every profession.

Guide to Internet Job Searching, 2002-2003 Jan 13 2021 The essential guide to finding a job online This definitive guide to harnessing the Internet's powerful research capabilities has been thoroughly updated to include the latest online job searching techniques. Using Guide to Internet Job Searching, 2002-2003, absolutely anyone with access to a computer can immediately conduct a timesaving, low-cost, high-impact job search. Copublished with the Public Library Association, the Guide to Internet Job Searching offers you expert advice on how to find and use online bulletin boards, job listings, recruiter information, discussion groups, and resume-posting services. Its easy-to-use format and user-friendly tone make this an excellent tool if you are an experienced surfer and Internet newbie. Includes: Local, state-by-state, government, and international resource listings and opportunities Online career resources Specific career path information Reviews of some of the more popular job listing and recruiting websites "Simply the best thing in print on the subject of using the Internet in your job search . . . amazing and breathtakingly thorough . . . covers all the resources available today." --Richard N. Bolles, author of *What Color Is Your Parachute?*

Knock 'em Dead Resumes Sep 28 2019 Expert advice on building a resume to get the job you want! Your resume is the most important financial document you'll ever create. When it works, so do you. Drawing on more than thirty years of experience, bestselling

author Martin Yate shows you how to write a dynamic, effective resume that: Stands out in a resume database Builds a strong personal brand employers will want on their team Passes recruiters' six-second scan test Speaks to exactly what employers are looking for The new edition of this classic guide includes dozens of sample resumes as well as cutting-edge advice on resume-writing tactics. With *Knock 'em Dead Resumes*, 12th Edition, you'll grab employers' attention--and score the job you want.

Research in Education Aug 08 2020

The Complete Idiot's Guide to the Perfect Resume May 05 2020 An updated handbook for prospective job seekers offers more than one hundred sample resumes and includes strategies for writing an effective resume, tips for using software programs and other resume technologies, and advice on making the most of one's experience. Original.

Make Your Resume Talk Aug 27 2019 This book contains all the guidelines needed to help you write an advertisement resume that will get you interviews and a job. It promotes writing results work statements rather than task and responsibility statements. Key features include how to write 1. your heading in relation to space available, 2. targeted objectives, 3. work statements that use key words and still describe how good you are, 4. skill sections that show your level of ability, and 5. activities that show your chemistry. *Make Your Resume Talk* is written in sections to help you build or re-write your resume and help you tailor your resume to specific jobs. Many "before and after" resumes with individual critiques on different occupations are included to show how to write statements that get attention of potential employers. Helpful tips are provided throughout the book to highlight critical information for writing a resume that will talk for you. Chapters are provided to cover all aspects of the resume plus special chapters on electronic resumes, help for high school/college students, and the physical attributes of resumes. Effective cover letter guidelines with examples are provided as a bonus. Personal testimonials are scattered through the book to show you how the guidelines helped other users. The success of his approach is shown by this quote from a Senior Corporate Recruiter from Red Hat which stated, "As a corporate recruiter, I view hundreds of resumes daily filed with buzz words, tasks and objectives that don't meet the candidate's background. These resumes are quickly eliminated. The resumes that follow the guidelines outlined in Dick Hart's book that show the depth of the candidate's ability and how well the buzz words apply to their accomplishments are the ones we seriously consider. Diligent applicants need to follow his advice and list solid achievements from past/current performance."

Resumes For Dummies Mar 27 2022 Expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams.

Research in Education Mar 03 2020

Learning Computer Fundamentals, Ms Office and Internet & Web Tech. Mar 15 2021

175 High-Impact Resumes Nov 03 2022 The ingenious guide to making your resume stand out from the crowd . . . *175 High-Impact Resumes*, Third Edition provides the tools, tips, and examples you need to build a professional resume that packs a punch. It

guides you step by step through the process of constructing your resume and highlighting key components while giving you a clear understanding of the design, content, and overall performance of each part. You'll learn how and when to use a variety of resume formats, including chronological, functional, linear, and others. With 175 hand-picked, successful resumes of both experienced jobseekers and recent college grads, there's definitely a resume here that suits your needs. Almost all the resumes in this new Third Edition have been revised and updated to reflect the current thinking and terminology of the employment profession. And there's more: A new chapter that provides a practical checklist of the "do's" and "don'ts" of resume writing Guidelines for preparing a professional electronic resume Results of an authoritative survey of employment professionals that highlight what employers look for in resumes Resumes across a wide array of occupational areas, including administration, finance, accounting, human resources, public relations, law, marketing, sales, technical services, engineering, education, retail, and many more By following the guidelines and model resumes in this invaluable book, you can automatically build a highly effective professional resume with wallop. Regardless of your level of experience and no matter what industry you're in, 175 High-Impact Resumes, Third Edition will help you get the big interview and land that knockout job.

4 Pillars: Creating a Life on YOUR Terms Oct 10 2020 What does it feel like to create a life on your terms? Where your health, relationships, finances and mindset are all supercharged with positive momentum and intent? The 4 Pillars offers a template on how to shape your life towards fulfillment in these areas; where you learn to master your health, take control of your relationships, grow your finances and develop a clear and positive mindset. The 4 Pillars is your roadmap to a better life.

Knock 'em Dead Resume Templates Jul 27 2019 On the list of things you want to do in life, writing a resume is right up there with hitting yourself in the head with a hammer. Yet your resume is the most financially important document you will ever own. When your resume works, you work, and when it doesn't, you don't either. It's that simple. Knock 'em Dead Resume Templates shows you how to write a killer resume and includes 105 ready-to-use Microsoft Word resume templates. You get resume writing advice from a New York Times career bestseller, plus 105 Microsoft Word resume templates. This is a winning combination that doesn't exist anywhere else. Knock 'em Dead Resume Templates is unique. Martin Yate, CPC, knows how to write a resume that works. He shows you how employers think about, prioritize, and express their needs for your job. Then he shows you how to leverage these insights to write a killer resume that will be more discoverable in resume databases and will then speak clearly to the recruiters and hiring managers who read it. Martin shows you how to sell your skills with integrity. You get all the advice on resume writing from the latest Knock 'em Dead Resumes, plus 105 ready-to-use Microsoft Word resume templates. It's a combination that you can't beat. A killer resume is the foundation of every successful career, and the tactics in these pages will guide your success for years to come. Knock 'em Dead Resume Templates is the definitive resource for creating a

resume that gets results and helps you reach that next step on your professional path. This winning combination doesn't exist anywhere else. Knock 'em Dead Resume Template is unique. The future is here what are you going to do?

INTERVIEW FAQ's Dec 12 2020 Interview FAQ's is a functional pocket book designed to support fresh graduates and experienced professionals who are actively attending interviews within today's job market. This book tries to lay emphasis on how best to answer interview questions a candidate will or shall face during his or her job search period. Interesting topics to read: List of 50 or more carefully selected sample behavioral questions. How to identify your key competency skills?. How to match key competencies with job descriptions? Resume formats, which one to use, explore tools to build the same? Fresh graduates - build outstanding resumes. Web links to create online resumes? Understanding how "Applicant Tracking Systems" affect a candidate resume?. Accepting & declining job offers. How candidates can better manage "non-disclosure agreements" & "Non-compete" clauses?. This book connects the dots between a candidates competency with that of the job description and the interviewers question. It further gives links to tools and provides tips to better your interview outcome.

Microsoft Word 2013: Complete Jun 29 2022 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Knock 'em Dead Resumes Oct 02 2022 "A killer resume gets more job interviews." *You're Hired! Resume Tactics Job Search Strategies That Work* Apr 03 2020 In times of tough job markets, getting invited for a job interview can be like winning a lottery. It is often said that "resumes are your ticket to job searching success." Are your resumes ready to land you that ever-elusive job interview? Yes, you read that right. Resumes... plural. The days of one-size-fits-all resumes are long gone. Your resume needs to be a living, breathing document that you customize for each job opportunity. You won't win a lottery if you don't have a ticket and you are unlikely to be invited for a job interview if you don't have a dynamic, effective resume that features you as the solution to a problem. Your resume is your ticket that leads to being invited for an interview where you can expand upon your value. *You're Hired! Resume Tactics - Job Search Strategies That Work*, offers resume writing tactics to maximize your job searching effectiveness

and get you invited for an interview. Are you new to the workforce and think your resume is on the lean side? We share tactics to leverage your academic experience. Or perhaps you have been out of work for a while? In many ways it's like getting out of school all over again and poses challenges on what experiences you can leverage to your advantage. Maybe you are at a crossroads in your life and are changing careers? Will your earlier experience be of any use in a new career? We think so. An effective, eye-catching resume increases the chances you will be invited to interview. We show you how to craft and fine-tune a magnetic resume that will attract an employer's attention. Resumes are still the not so secret weapon to landing a job. You're Hired! Resume Tactics - Job Search Strategies That Work puts you to work in learning how to use 'best practices' to create customized resumes that increase your chances of winning an interview. The content is excerpted from You're Hired! Job Search Strategies That Work, with bonus articles covering a range of frequently asked questions about resume writing as answered by the author. Hiring managers are under pressure to hire the right candidate. Your task is to become the only choice. The right choice!

Introduction to Applied XML Technologies in Business Jun 05 2020 For courses in Internet/World Wide Web, JavaIntro to Programming/CS1, Web Programming and Design, HTML, XML, and Internet Survey. An introduction to the markup technology of XML, this text covers its features and abilities as well as explains the strategic importance for developing web-based applications. It: 1) helps students envision how XML can be used to gain a competitive advantage in e-commerce, 2) offers substantial hands-on experience in using and understanding the workings of XML, 3) clarifies confusing terminology that currently pervades the field, and 4) encourages the development of more sophisticated e-commerce applications. The book also shows students the many ways that XML based applications can be deployed, using available technologies and referring to anticipated developments based on work in progress.

Killer Investment Banking Resumes! Aug 20 2021

Interior Design Visual Presentation Jan 31 2020 The new, updated edition of the successful book on interior design Interior Design Visual Presentation, Second Edition is fully revised to include the latest material on CAD, digital portfolios, resume preparation, and Web page design. It remains the only comprehensive guide to address the visual design and presentation needs of the interior designer, with coverage of design graphics, models, and presentation techniques in one complete volume. Approaches to the planning, layout, and design of interior spaces are presented through highly visual, step-by-step instructions, supplemented with more than forty pages of full-color illustrations, exercises at the end of each chapter, and dozens of new projects. With the serious designer in mind, it includes a diverse range of sample work, from student designers as well as well-known design firms such as Ellerbe and Beckett Architects and MS Architects.

ERIC Clearinghouse Publications Jul 07 2020

Computer Fundamentals and Information Technology Apr 27 2022

IT Tools and Applications Nov 22 2021

The Pilot's Guide To Low Time Flying Jobs: Bridging The Gap Between 250 And 1,500 Hours Sep 20 2021 Find a job. Get hired. Get paid. No CFI? No problem!

Becoming a competitive candidate for low time flying jobs and successfully navigating the next 1,000 hours of your career requires knowledge and a set of soft and hard skills that commercial pilot training programs omit from their "teach-to-the-test" curriculum. The Pilot's Guide To Low Time Flying Jobs fills these holes and aids low time commercial pilots in all aspects of bridging the tedious gap between their commercial checkride and the 1,500 hour ATP milestone. This guide will teach you:

- How to overcome the obstacles to employment you face as a low time pilot
- What jobs are available, their minimum experience requirements, typical schedule, compensation, applicable regulations and flight techniques
- Where to search for jobs, as well as a list of nearly 70, non-CFI, low time pilot employers across the US to whom you can apply
- Networking techniques, with real examples of successful strategies that you can replicate
- How to create the most effective pilot-specific resume and cover letter, with samples of each
- The most critical information to study when preparing to begin a new job or fly a new aircraft, as well as the most effective methods of self-studying

Professional pilot techniques, tips, and knowledge, including flight planning considerations, performance and weather so that you can take your airmanship to the next level

- How to deal with the seldom-discussed but most significant challenges faced by professional pilots, including external pressure imposed by employers and crew members, imposter syndrome, and mental health

Corporate jet pilot and flight instructor Michael Carlini has condensed 10 years and 2,000 flight hours of experience into a few hundred pages that can be consumed in a matter of hours, giving you a detailed, actionable, and proven guide to getting hired as a low time commercial pilot.

The Shelly Cashman Series Microsoft Office 365 & Outlook 2021 Comprehensive Nov 10 2020 Helping you quickly get up to speed, Hoisington's THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & OUTLOOK 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Shelly Cashman Series Microsoft 365 & Office 2021 Intermediate Jan 25 2022 Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT 365 & OFFICE 2021 INTERMEDIATE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to

expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

U.S. DOL Employment Workshop: Transition from Military to Civilian

Workforce (Participant Guide) - January 2017 Edition Feb 11 2021 The principles of getting a job are fairly simple 1. You will need to think like employers and understand the factors that make them and their organizations successful. You will practice doing that in this section. 2. You will need to identify the skills you can offer that will contribute to the success of both the business you are targeting and the individual hiring decision makers who determine if it makes sense to offer you a job. You will have an opportunity to do this in Section 2 of this Guide. 3. You will need to discover, research, and connect with employment opportunities that are a good match for your skills and interests. Sections 3 and 4 will help you accomplish these tasks. 4. You will need to develop and deliver self-marketing messages that enable civilian hiring decision makers to recognize that they and their organizations will be more successful if they hire you. You will have opportunities to develop these messages in Sections 5 and 6.

Résumé Magic Jan 01 2020 This book explains the "nuts and bolts" of resume creation. It provides before-and-after resume transformations that are unbelievable yet easy to do. By sharing the blueprints to writing a successful resume, Resume Magic will help your patrons present their strengths effectively.

Resources in Education Oct 22 2021

Resume Help for Success Oct 29 2019 Having an outstanding resume will make all the difference in your job search! This book will give you the resume help you need so that you can either write your own using the resume tips, resume templates, resume outline and resume samples provided in this book, or outsource the work with the advice provided about professional resume help and the resume builder online. Plus, get additional tips on the best resume format, the resume objective and sample cover letters.

Get That Job: CVs and Resumes Nov 30 2019 The ultimate guide to marketing yourself in a CV or resume, and ensuring you make a professional impression in any job search. The job market has never been more competitive, and marketing yourself can be tricky. And nothing raises a red flag for an employer than a poorly-written or badly-presented CV or resume. This handy guide offers practical, step-by-step advice on preparing, writing, and presenting an impressive document - either on paper or online - that will help you to 'get your foot in the door' with prospective employers. Covering essential issues such as identifying your goals, creating different types of CV,

or coming up with a fantastic and persuasive letter to go with them, this is a must-read for job hunters at any stage of their career.

Microsoft Office 2013: Advanced Jul 31 2022 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Happy about My Resume Feb 23 2022 Many great job candidates have poor resumes that are merely a laundry list of job tasks that do little to distinguish them from their competition. The average recruiter or hiring manager spends less than 15 seconds reviewing a resume. Most people's resumes fail to "wow" the reader and quickly end up in the "no" pile. Writing a resume can feel like an overwhelming task. It can seem like a Herculean effort to consolidate so much important information about a career into a one or two page document. But it doesn't have to be that way! In 'Happy About My Resume', Barbara Safani offers 50 tips for creating compelling copy and presenting it in a powerful way to grab the hiring authority's attention and get them to pick up the phone to call you in for an interview. Safani provides practical and easy-to-follow advice as well as numerous samples that show each of her tips in action. The book will help readers learn how to quickly create a resume that is professional, gets them noticed, minimizes the amount of time they spend in a job search, and maximizes their earning power. The book is for anyone who wants to proactively manage their career and improve the quality of their current resume or create a resume from scratch.